

Course Description

Course Name: .1					
computer					
Course Code: .2					
DEN 107					
Semester / Year: .3					
Year					
Description Preparation Date: .4					
2025\12\ 12					
Available Attendance Forms .5					
Attendance					
Number of Credit Hours (Total) / Number of Units (Total) .6					
2 \ 3					
Course administrator's name (mention all, if more than one name) .7					
A.L.Jafar Majeed					
Course Objectives .8					
<ol style="list-style-type: none"> 1. Understand computer fundamentals, hardware, and software. 2. Operate Windows 10, manage files and folders, and customize the desktop environment. 3. Use Google Workspace tools (Google Classroom, Drive, Forms, and online conferencing). 4. Create, edit, and format documents using Microsoft Word. 5. Design and manage spreadsheets in Microsoft Excel, including calculations and data formatting. 6. Develop and query databases using Microsoft Access. 7. Create professional presentations using Microsoft PowerPoint. 8. Apply e-learning tools effectively for academic and professional purposes. 					
Teaching and Learning Strategies .9					
<ul style="list-style-type: none"> • Interactive lectures using PowerPoint presentations and PDFs • Practical demonstrations and guided exercises • Group discussions and e-learning integration • Hands-on practice in computer labs 					
Course Structure .10					
Evaluation method	Learning method	Unit or subject name	Required Learning Outcomes	Hours	Week

Daily exams Termly exams Midterm exams Final exams	Theoretical Lectures using pdf and ppt	Introduction about computer /Hardware and Software/computer structure/ Floppy magnetic disks	1	1
		Introduction about Windows /A look at Windows 10/Stating Windows 10/Working with a windows Program	1	2
		Working with files and folders/ Using My computer	1	3
		Working with Taskbar and Desktop	1	4
		Using Windows Accessories	1	5
		A look at Control Panel	1	6
		Widows Explorer	1	7
		E-learning	1	8
		Introduction to E-learning Google Classroom Platform Google drive	1	9
		Google forms	1	10
		Online conferencing	1	11
		Introduction about Microsoft Word2016 A look at Microsoft Word /Editing Document	1	12
		Formatting Text/	1	13
		Formatting paragraphs	1	14
		Proofing documents	1	15
		Adding Tables	1	16
		Inserting Graphic Elements	1	17
		Controlling page Appearance	1	18
		Introduction about Excels /A Look at Microsoft Excel	1	19
		Modifying A Worksheet /performing Calculations	1	20
		Formatting a worksheet/ Developing a work book	1	21
		Printing Workbook Contents/Customizing Layout	1	22
		Introduction about Microsoft Access/ A look at Microsoft Access	1	23
		Creating Data tables /properties of the fields	1	24
		Querying the database/Designing Forms/Producing reports	1	25
		Introduction about Microsoft Power point/starting power point2016	1	26
		Formatting text/Using graphics and Text	1	27
			1	28
			1	29
			1	30

Course Evaluation.11

- Daily quizzes and participation: **10%**
- Midterm examinations: **20%**
- Assignments and practical projects: **20%**

- Final examination: **50%**

Learning and Teaching Resources.12

Main Textbooks	Required textbooks (curricular books, (if any)
Microsoft Office 2016 Step by Step (Microsoft Press) Introduction to Computers by Peter Norton	Main references (sources)
Online resources, tutorials, and official Microsoft documentation Recommended e-learning platforms and digital guides	Recommended books and references (scientific journals, reports...)
	Electronic References, Websites