

1. Course Name:			
Computer 1			
2. Course Code:			
MUC14			
3. Semester / Year:			
Semester			
4. Description Preparation Date:			
29-9-2026			
5. Available Attendance Forms:			
Weekly (Theory: 2 hours, practically: 2 hours)			
6. Number of Credit Hours (Total) / Number of Units (Total)			
3 ECTS			
7. Course administrator's name (mention all, if more than one name)			
Name: Asst. Lect. Lydia Naseer Faraj			
Email: lydia.naseer@muc.edu.iq			
8. Course Objectives			
Course Objectives	Students successfully completing this course will be able to: 1. Utilize the computer for fundamental tasks. 2. Identify and discuss the hardware components of the computer system. 3. Creating documents using a word processor and creating presentations. 4. Conducting research on the Internet. 5. An introduction to Artificial Intelligence		
9. Teaching and Learning Strategies			
Strategy	The course will use the following teaching and learning methods * Board (Normal or Smart) * Computers * Presentation software such as PowerPoint		
1. Course Structure			
Week	Hours	Unit or subject name	Required Learning Outcomes
1	Th.:2 Pr.: 2	Introduction to Computer	Concepts of Hardware and Software with their components; Concept of Computing, Data and Information; Applications of Information Electronics and Communication Technology (IECT); Connecting input/output devices, and peripherals to CPU.
2	Th.:4 Pr.: 4	Computer Components	Computer Ports, Hardware Parts, I/O Units, Memory Types, Basic CPU Components, Computer Ports, Personal Computer, Personal Computer (Features and Types)
3	Th.:4 Pr.: 4	Operating System and Graphical User Interface GUI	Operating System; Basics of Common Operating Systems; The User Interface, Using Mouse Techniques; Use of Command Icons, Status Bar, Using Menu and Menu-selection, Concept

			Folders and Directories, Opening and closing of different Windows; Creating Short cuts.
4	Th.:4 Pr.: 4	Word Processing	Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
5	Th.:4 Pr.: 4	Spread Sheet	Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
6	Th.:4 Pr.: 4	Presentation Software	Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.
7	Th.:2 Pr.: 2	Introduction to internet and Web Browsers:	Computer networks Basic; LAN, WAN; Concept of Internet and its Applications; connecting to internet; World Wide Web; Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address.
8	Th.:2 Pr.: 2	Communications and Emails	Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration.
9	Th.:2 Pr.: 2	Computer Troubleshooting	Identifying and solving common hardware and software problems that computer users encounter. Basic troubleshooting techniques and tools for diagnosing and resolving issues.

2. Course Evaluation

Passing the class requires a 50% average.

3. Learning and Teaching Resources

Required textbooks (curricular books any)	
Main references (sources)	Graham Brown, David Watson, "Cambridge IGCSE Information and Communication Technology", 3rd Edition (2020)
Recommended books and references (scientific journals, reports...)	Alan Evans, Kendall Martin, Mary Anne Poat "Technology In Action Complete", 16th Edition (2020).
Electronic References, Websites	

Course Description Form