Republic of Iraq
Ministry of Higher Education and
Scientific Research
University of Wirth Al anbiya'a
College of Nursing

وزارة التـعـليم العـالي والبحث العلمي
جامعـــة وارث الأنبـــياء
كلية التمريض

Course Specifications

Course name : Computer 1   First Stage / First Semester

**Credit Hours (1) Course Calendar: Total (1) hours Weekly   Theory (1) hrs. Clinical ( ) hrs.
Teacher name Msc. Mays Zuhair Certificate: Master in Computer Science.**

General objectives / Goals	Clinical related skills/ if present …
- Providing students with basic information in ready-made programs Like Microsoft Excel & PowerPoint. - Application of systems in practice in the laboratory.	
Methods of teaching (theory) - Electronic lectures	**Clinical teaching methods** **Practical application in the laboratory**

Methods of evaluation	Degree percentages/ divisions:	
- Theoretical exam - Practical exam - Daily evaluation	**Theory** **20**	**Clinical / Lab** **30**

Resources and references

- Microsoft website (https://www.microsoft.com/ar-xm/windows)/

- Book of Computer Basics and its Office Applications (Part 1)

List of contents:

Week number	Lecture title	Main Contents	Expected Date/
1.	Whats The Computer?	1- Definition. 2- Importance. 3- Components.	
2.	Basic concepts	Ways to turn off the computer.	
3.	Folders	1- Create. 2- Delete. 3- Rename. 4- Search.	
4.	Recycle Bin	1- Restore. 2- Emptying.	
5.	Windows	1- The Main Parts. 2- Moving. 3- Resize. 4- Hide & Show.	
6.	Copying operations	1- Copy & Paste. 2- Drag & Drop.	
7.	System activation	* Refresh. * Adding Computer Icon.	
8.	Desktop Background	1- Change Desktop Background. 2- Hide & Show Desktop Icons.	
9.	Archiving	1- Files & Folders. 2- CD & DVD.	
10.	Desktop quick menu	1- View. 2- New. 3- Screen Resolution…. Etc.	
11.	Screen Saver	1- Preview. 2- Wait. 3- Apply.	
12.	Start Menu	1- Main Parts of Start Menu. 2- Properties.	
13.	Control Panel	1- System & Security. 2- Network & Internet. 3- Programs.	
14.	Control Panel	1- User Accounts & Safety. 2- Appearance & Personalization. 3- Clock, Language & Region.	
15.			