



جمهورية العراق
وزارة التعليم العالي والبحث العلمي
الجامعة التقنية الجنوبية
المعهد التقني / عمارة
قسم تقنيات التمريض

الحقيبة التدريسية لمادة

تطبيقات الحاسوب

الفصل الاول

المرحلة: الاولى

تدريسي المادة:

م.م زهراء عبدالله حسين

جدول مفردات مادة تطبيقات الحاسوب الفصل الاول

المفردات العملية

Course Syllabus: Level I			
Model No.	Content	No. of Hours Theoretical	No. of Hours Practical
1.	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	2
2.	Computer Components: Computer Portions, Hardware Parts, I/O Units, Memory Types, Basic CPU Components, Computer Ports, Personal Computer, Personal Computer (Features and Types).	4	4
3.	Operating System and Graphical User Interface GUI: Operating System; Basics of Common Operating Systems; The User Interface, Using Mouse Techniques; Use of Common Icons, Status Bar, Using Menu and Menu-selection, Concept of Folders and Directories; Opening and closing of different Windows; Creating Short cuts.	4	4
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.	4	4
5.	Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.	4	4
6.	Presentation Software: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.	4	4
7.	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.	2	2
8.	Communications and Emails: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration.	2	2
9.	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	2
Total		28	28

:The purpose of studying computer science is: (the general objective)

1- Providing the student with skills to deal with basic office applications, create office files and documents, use the operating system, and the basics of working within the digital environment.

2- Understand the concepts of hardware and software and their components; the concept of computing, data and information; Information and Communication Technology (IECT) applications; .connecting input/output devices and peripherals to the CPU

3-Understand the fundamentals of computing

.Learn how computers work, from hardware to software -

Study algorithms, data structures, and programming languages - to create efficient systems.

4-Developing technological solutions

Designing smart programs and applications that meet the needs - of individuals and businesses (such as medical, educational, and (financial applications

Target audience:

First-year students in the Nursing Technology Department

Educational techniques used:

-Whiteboard and markers

-Interactive whiteboard

-Data protector Data show

-Computer devices Laptop

-Poster presentations .

:Activities used

-Interactive classroom activities

-Brainstorming questions

-(Group activities (if required

-Homework

-e. Electronic homework. It is preferable to create electronic classrooms to integrate face-to-face education with e-learning, according to modern teaching and learning trends

:Assessment methods

-Immediate feedback from the instructor (formative assessment

-Involving students in self-assessment (correcting their own mistakes

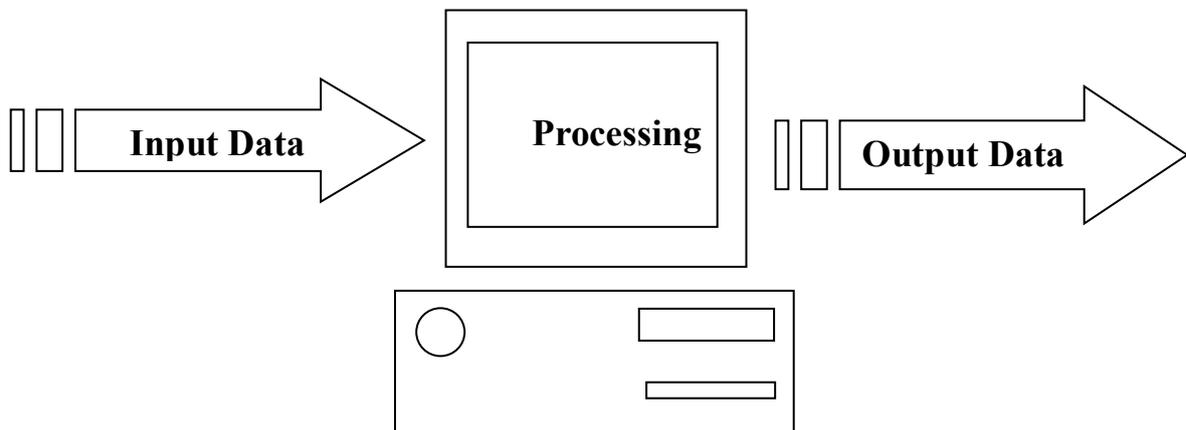
-Final feedback (summative assessment), which means . answering the questions given as a classroom activity

Week 1

Introduction to Computers: Hardware and software concepts and components; concepts of computing, data, and information; applications of information and communication technology (ICT); connecting input/output devices and peripherals to the .(central processing unit (CPU

:Definition of a computer

An electronic device that receives, stores, and processes data according to a set of instructions, then displays the results



The second week:

Computer Components: Computer Parts, Hardware Parts, Input/Output Units, Memory Types, Basic CPU Components, Computer Ports, Personal Computer, Personal Computer ((Features and Types

:Computer Features

-Speed

-Accuracy

-Memory

-Capacity

-Performing Complex Operations

-Reducing Paperwork

:Hardware and Software Concepts and Components

Software: is a set of commands that give the computer specific instructions to perform a specific task, for example, detecting and removing viruses

Hardware: refers to the tangible components of a computer that facilitate data processing, such as the central processing unit (CPU), memory, and storage devices

:Components

:Hardware

This is the tangible physical component of a computer. It is any part of the computer that can be seen and touched. Examples include the monitor, keyboard, speaker, and printer. These components are controlled and managed by software and operating systems. The physical components consist of

Input Unit •

Output Unit •

Central Processing Unit •

:Software -

This is the intangible component of a computer. It is the set of commands and programs that operate the computer. Examples include Windows and a word processing program. It is divided into

Application Programs

Programming Languages

Week 3:

Operating System and Graphical User Interface: Operating System; Basics of Common Operating Systems; User Interface; Using Mouse Techniques; Using Common Icons, Status Bar; Using Menus and Selection; Concepts of Folders and Directories; Opening and Closing Different Windows; Creating Shortcuts

: Operating System

It is the system that controls and manages both the hardware and software components (Microsoft DNA Hardware). It also allows you to communicate with your computer without knowing how to speak computer language

Week 4

Word Processing: Word processing basics; opening and closing documents; creating and manipulating text; formatting text; working with tables; spell checking, language settings, and thesaurus; printing a Word document.

:□ Creating a desktop shortcut for an Office document or file
Right-click the document name, then click Create Shortcut. A .shortcut for this document or file will appear on your desktop

:□ Opening Windows

.(To open a new window: Press (Ctrl + n

Select the window you want to open and click (Open) from the .menu

.Double-click the window you want to open

:□ Closing Windows

The Ctrl + F4 shortcut is a useful shortcut for closing the .window open to the user

.Press the X to close the window or program currently running

Week 5:

Spreadsheets: Spreadsheet basics; cell manipulation; formulas and functions; editing spreadsheets; printing spreadsheets

To create a table in Word, go to the "Insert" tab and select "Table." You can choose the number of rows and columns from the grid that appears, or select "Insert Table" for more detailed .options

:Steps to create a table in Word

:Open a Word document

Open the document to which you want to add the table, or .create a new document

-Go to the "Insert" tab

-Find the "Insert" tab in the top toolbar in Word and click it

Find the "Table" option In the "Insert" tab, find the "Tables" .group and find the "Table" option

- Choose how you want to create the table

Grid: You can hover your mouse over the grid to select the desired number of rows and columns, then click to select the .table

Insert Table: If you need a larger table or prefer more precise ".options, click "Insert Table

Specify the number of rows and columns:

In the "Insert Table" dialog box, enter the number of rows and ".columns you need and then click "OK

Edit the table:

You can now modify the table by adding or deleting rows and columns, resizing cells, and formatting the table using the tools .available in the Design and Layout tabs

Additional notes:

After creating the table, you can click inside any cell to enter .text, data, or images

.You can use the arrow keys to navigate between cells

You can also use formatting options to change the appearance of the table, such as adding borders, changing colors, or changing the font size

Week 6

Presentation Software: Presentation software basics; creating presentations; preparing and presenting slides; viewing slides; taking printouts of presentations/handout

Basic tasks for creating a PowerPoint presentation:

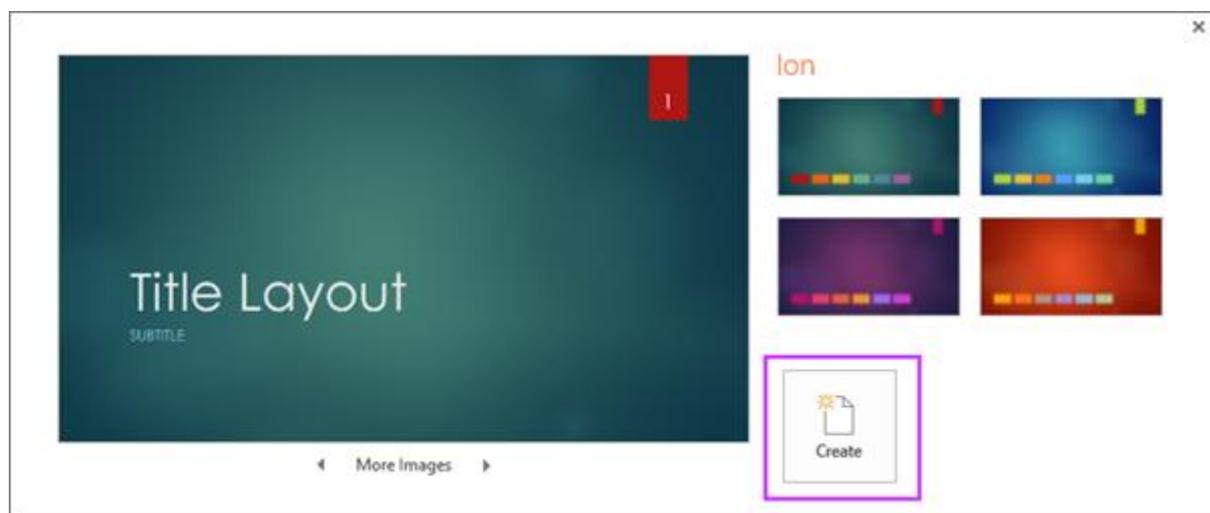
Choosing a Theme

When you open PowerPoint, you'll see several built-in themes and templates. A theme is a slide design that includes matching colors, fonts, and special effects like shadows, reflections, and .more

.On the File tab of the ribbon, select New, then choose a theme

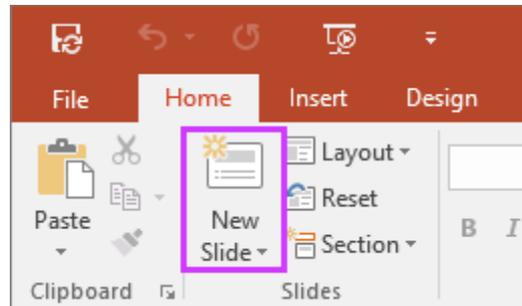
PowerPoint shows you a preview of the theme, with four color .variations to choose from on the left side

Click Create, or choose a color gradient and then click Create



Insert a new slide

From the Home tab, click the bottom half of New Slide, and choose a slide layout

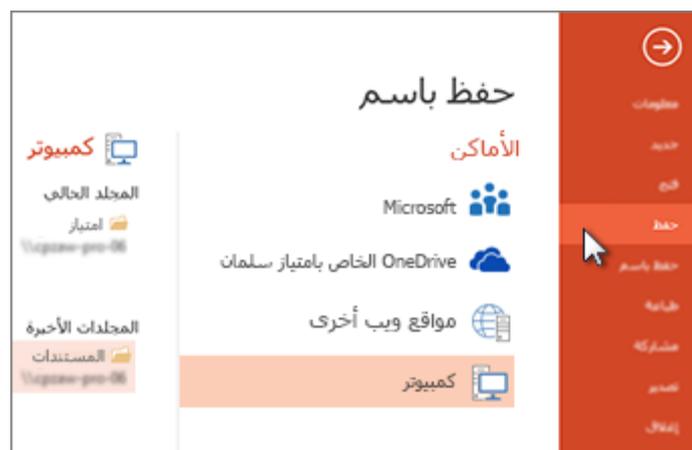


Save the presentation

.On the File tab, choose Save

.Choose or browse to a folder

In the File name box, type a name for the presentation, and then .click Save



Week 7

Introduction to the Internet and Web Browsers; Computer Network Basics; Local Area Network (LAN), Wide Area Network (WAN); Internet Concept and Applications; Internet

**Connection; World Wide Web; Web Browsers, Search Engines;
.Understanding URLs; Domain Names; IP Addresses**

The Internet:

A global network of connected devices that allows users to access information and communicate with others. A web browser is a program used to access websites, such as Google Chrome and Firefox, which downloads and displays content from web pages using protocols such as HTTP.

The eighth week:

Communications and Emails: Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent .emails; Using emails; Document collaboration

Computer Troubleshooting: Identifying and solving

:Emails

***?What are emails* -**

It is an electronic means of sending and receiving messages - over the internet using email addresses. It is widely used for .both formal and informal communication

:Email Basics* -

.Subject*: Summarizes the subject of the message* -

.Body*: The main text of the message* -

.Attachments*: Attached files such as documents or images* -

.Signature*: Contact information or personal signature* -

Week9:

Computer Troubleshooting: Identifying and solving common hardware and software problems that computer users encounter. Basic troubleshooting techniques and tools for diagnosing and resolving issues.

:Computer Troubleshooting

The process of identifying and resolving problems that may occur with your computer. This includes problems with hardware (such as the display or physical components) or software (such as the operating system or applications). Here are common troubleshooting steps and techniques

:Diagnosing Hardware Problems

:Common Symptoms

**The device is not working: The problem may be with the •
.connections or the power supply**

**The screen is not displaying an image: Ensure the cable is •
.connected properly, or try restarting the device**

.Abnormal noises: Such as a noisy fan or a hard drive noise •

:Basic Solution Steps •

**Check the electrical connection: Ensure the device is properly •
.plugged in**

**Test connected devices: Such as the keyboard, mouse, or •
.printer**

Replace or reconnect components: Such as RAM •

Conclusion