COURSE DESCRIPTION

1. CT 1400/140	
Course Title:	Computer Skills
Course Number and code (CRN):	CT 1400/140
Course Pre-requisites:	None
Course Hours :	Credit Hours 3, Contact Hours 4

2. Course objective

- The student learns the basics of Computer (Computer definition, history, generations, and computer components, types of computers and advantages of computers).
- The student must be aware of how to use the computer and internet in all sectors of society (education, health, industry, labor and Security).
- The student learns how to use the computer as a means to search for information and knowledge by using various search engines.
- The student learns the computer operating systems (types, components, functions).
- The student learns to multiple applications of the word processor program and application.
- The student learns to spreadsheets and applications (types of spreadsheets perform calculations, dealing with multiple worksheets, sorting data, classification, spreadsheet applications).
- The student learns how to use the program Presentations (create a presentation using template, designing a new template, create and modify graphical objects on the slide, text formatting, add movements on slides, processing the final presentation.)
- The students must learn the computer programming and problem solving basics such as algorithm, flow chart, and control structures such as branching and looping.
- The students must learn the basic concepts of database and Database Management System (DBMS).
- The students must learn th0
- e basic concepts of programming language, pseudo code, compiler and interpreter.
- The students will learn the basic concepts of MS Access.

Head of the Section

Dr. Anwer Musatafa M.Salih Hilal