

**University of Baghdad  
College of Nursing  
BNS Program**

*Course Syllabus*  
**Computer 1**

**2022/2023**

**1<sup>st</sup> Semester for First Stage**

**This syllabus is subject to change. Changes will be announced to students.  
It is the responsibility of the student to comply with any changes.**

**Dr. Najlaa abd Hamza and lecturer Ahmed Shihab Ahmed©2022**

**Revised: September 06, 2022**

## General Information & Policies

Course Number and Title: COM 404 Computer Basics and Office Applications, Computer Fundamentals Part 1  
اساسيات الحاسوب وتطبيقاته المكتبية

Number of Credit Hours: Pass/Fail

Times & Places: Thursday@8:30 PM-12:30 PM , Hall number one.

Prerequisites: None

Course Description: Through the course of the computer subject, a high level of education and practical training was provided to students of undergraduate studies in the Computer Basics and Office Applications. This enabled them to use information technology, hard ware and software. This course, the theoretical and practical aspects of work and implementation on application programs were studied, such as (Windows, Word, Excel, Power point, Internet), which are part of the basics of computer and its office applications. In the end, which led to the student's acquisition of knowledge and practice in the field of computers.

Teaching Methods: Lectures, handouts, discussions, & assignments. Google Classroom shall be used for online discussion (Class Code: l2komal)

Evaluation Methods: Unit exam(s), theoretical exam, & Practical exam

Faculty, Contact Information, & Office Hours:

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Office hours ► See my weekly schedule!

Required Textbook(s) and Other Materials:

- Computer Basics and Office Applications (Microsoft Office 2010)

### Course Objectives

**By the completion of this course the student will be able to:**

1. Upon completion of the practical and theoretical training for this course, the student should be able to:
2. Excellence in the fields of computer and information technologies for students of the College of Nursing, both research and educational, up to high quality.
3. Creating and developing academic programs in the field of computer science to keep pace with recent developments with the needs of nursing specialties and society.

4. Developing students' qualitative, cognitive and practical skills.
5. Providing a stimulating environment for students of the College of Nursing to use computers and information technology in the fields of scientific research.
6. Developing students' skills and abilities in line with scientific and technological developments.

### Course Requirements

**To complete the course successfully, the student must:**

1. Adhere to the policies stated in this syllabus and printed in the *College of Nursing Student Handbook*.
2. Earn a grade of **50% or higher**. The aforementioned grade in Computer courses **is the minimum passing grade at the Primary studies**.
3. Attend classes! Based on *The Student Guideline*, the student shall be marked “failure” if (s)he absents 10% of the total hours.

### Evaluation & Grading

#### Distribution of Points:

Requirements	Possible Points
theoretical exam*	15%
Practical exam*	15%
<b>The total of 30% before the final exam.</b>	
The Final exam	70%
<b>Total</b>	<b>100%</b>

**\* Computer fundamentals Skills:** Providing the student with knowledge and information about the basics of the integrated electronic digital computer, its definition, types, computer features and areas of use.

### Course Schedule and activities

Week	Date of Class	Unit to be Covered and/or Other Activity	Assigned Readings to be Completed Before Class
W1	3-11-2022	* General Introduction to Computer Fundamentals:	
W2	10-11-2022	*Computer life cycle phases.	
W3	17-11-2022	* Comparative study between data and information.	
W4	24-11-2022	* Computer components.	
W5	1-12-2022	* General Purpose Computer	
W6	8-12-2022	* Special Purpose Computer	
W 7	15-12-2022	* Classify computers by size and performance.	
W8	22-12-2022	* Classification of computers according to the type of data entered.	
W9	29-12-2022	* Digital Computer and Hybrid Computer.	
W10	5-1-2023	* Classification of computers based on operating system.	
W11	12-1-2023	* Input Device, output Device and System Unit	
W12	19-1-2023	* External and internal components of the system unit.	
W13	26-1-2023	* Central processing unit (CPU)	
W14	2-2-2023	* Memory types and programming language.	
W15	9-2-2023	* Computer safety and Software Licenses.	

#### Appendix A. Grading Rubric for (Two quiz theoretical and Practical)

	Points Possible	Points Earned
- Giving students the theoretical side of computer basics leads to the correct use of applied software such as Windows operating systems. This will be evident through a theoretical quiz.	2	
Implementing the practical quiz for the student to find out what the student has gained through the practical application on the computer directly.	3	
<b>Total Quiz Points</b>	<b>5</b>	

At the end of the course, an educational and practical environment will be provided that stimulates creativity and excellence for the students of the College of Nursing in the fields of information and computer technology and linking them in the field of practical and theoretical nursing sciences in order to prepare students who have experience and practice in using computers and scientific research to serve the community.

**Note: Make sure to submit each assignment before its due date.**

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