



University of Baghdad
College of Nursing
Undergraduate Curriculum
Computer Basics and Office Applications



- 1. Course Title: Computer Basics and Office Applications**
- 2. Course Number: 205**
- 3. Credit Hours:** Total of (1) credits :
Theory (1) credits.
Practical lab (1) credits.
- 4. Course Calendar:** Total (14) hours weekly of (15) weeks :
Theory: (1) hrs.
Practical lab: (2) hrs .
- 5. Placement: Two years /Second Semester**

6. 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.

7. Course Objective:

Upon completion of the practical and theoretical training for this course, the student should be able to:

1. Excellence in the fields of computer and information technologies for students of the College of Nursing, both research and educational, up to high quality.
2. 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.
3. Developing students' qualitative, cognitive and practical skills.
4. Providing a stimulating environment for students of the College of Nursing to use computers and information technology in the fields of scientific research.
5. Developing students' skills and abilities in line with scientific and technological developments.

8. Course Outline:

Theoretical Content

Part I: General Introduction to Computer Fundamentals:

- 1.1. Computer life cycle phases.
- 1.2. Comparative study between data and information.
- 1.3. Computer components.
- 1.4. General Purpose Computer.
- 1.5. Special Purpose Computer.
- 1.6. Classify computers by size and performance.
- 1.7. Classification of computers according to the type of data entered.
- 1.8. Digital Computer and Hybrid Computer.
- 1.9. Classification of computers based on operating system.
- 1.10. Input Device , output Device and System Unit
- 1.11. External and internal components of the system unit.
- 1.12. Central processing unit (CPU)
- 1.13. Memory types and programming language.
- 1.14. Computer safety and Software Licenses.

Part II: Microsoft Word and Power point:

- 2.1. Introduction to Microsoft Word 2010:
- 2.2. Run Microsoft Word 2010.
- 2.3. Microsoft Word 2010 interface.
- 2.4. File tab in Microsoft Word 2010.
- 2.5. Home tab in Microsoft Word 2010.
- 2.6. View tab in Microsoft Word 2010.
- 2.7. Introduction to Microsoft Power Point 2010.
- 2.8. Run Microsoft Power point 2010.
- 2.9. Microsoft Power point 2010 interface.
- 2.10. File tab in Microsoft Power point 2010.
- 2.11. Home tab in Microsoft Power point 2010.
- 2.12. View tab in Microsoft Power point 2010

Part III: General Options of MS-Excel 2010:

- 3.1. Introduction to Microsoft Excel 2010.
- 3.2. Run Microsoft Excel 2010.
- 3.3. Insert Object in MS- Excel 2010.
- 3.4. Formulas and Equation in MS-Excel 2010.
- 3.5. More Options in MS-Excel 2010..

Part IV: Internet:

Practical lab Content

Part I: Operating System Windows 10.

Part II: wallpaper or Background

Part III: Desktop components.

Part IV: Turning on and off the computer.

Part V: Icons and Windows Operations.

Part VI: Copy , Cut , Past. Short Cut Icon

Part VII: Changing the Screen Saver.

Part VIII: Start Menu

Part I: Microsoft Word 2010 Font , Paragraph, Styles, Editing.

Part II: Microsoft Word 2010 Page layout Tab.

Part III: Microsoft Word 2010 themes and page setup.

Part III: Microsoft Word 2010 page background, arrange and view.

Part IV: Microsoft Word 2010 table tools, illustration.

Part V: Microsoft Word 2010 table of contents.

Part VI: Microsoft Word 2010 illustration , Header and Footer.

Part VII: Microsoft Word 2010 Text and Symbols.

Part VIII: Microsoft Word 2010 Comments.

Part I: Microsoft Power Point 2010.

Part II: Microsoft Power Point 2010 File Tab , new presentation and Save.

Part III: Microsoft Power Point 2010 Print the slide, View , Home, Clipboard and slides.

Part III: Microsoft Power Point 2010 Font , Paragraph, Editing, Design Tab.

Part IV: Microsoft Power point 2010 View Tab, presentation Views , slide show tab.

Part V: Microsoft Power point 2010 page setup, Themes, Background , show and direction.

Part I: Internet.