Faculty of Mass Communication / Department of Advertising and Marketing

Course Description Form
1. Course Name
Computer 1
Course Code .2
CS1
Chapter and Year .3
2025-2026
4. Date of preparation of this description
Tuesday, December 02, 2025
5. Available Forms of Attendance
Presence
6. Total number of study hours
90 Hours of Study
7. Course administrator name
Assoc. Prof. Dr. Iyad Hamid Moussa
8. Course Objectives

General Objectives of the Course:

1. **Computer illiteracy: Introducing students to the basic components of a computer (physical and programmatic) and how it works.**
2. **Mastering Office Software: Enabling the student to use the Office package professionally in his/her specialization (especially Word, PowerPoint, and Excel).**
3. **Internet and Research Skills: Train students to use the Internet effectively in scientific research and gather reliable information.**
4. **Email Handling: Master sending and receiving email and managing official attachments and correspondence.**
5. **Cybersecurity and Awareness: Introduce students to the dangers of the internet (hacking, fraud) and how to protect their data and devices.**
6. **Cloud storage: Use cloud storage platforms (such as Google Drive and OneDrive) to save and share files.**
7. **Application in the Specialization: Employing computer skills to accomplish the tasks of their academic specialization (e.g., reporting and presentations).**

Detailed Knowledge and Skill Objectives:

First: Cognitive Goals (Knowledge and Understanding)

1. **Explains the basic components of a computer system (hardware and software).**
2. **It differentiates between different types of operating systems and their functions.**
3. **Recognizes software and application classifications.**
4. **It describes how the Internet works and its associated services.**
5. **Enumerates cybersecurity risks and basic protection methods.**
6. **He understands the concept of cloud storage and its importance in data preservation.**

Second: Skill Objectives (Practical Application)

1. **Windows (or others) is used to manage files and folders.**
2. **Prints, edits, and outputs documents in professional formats using Microsoft Word.**
3. **Designs integrated presentations using Microsoft PowerPoint (with images, video, and infographics inserted).**
4. **Creates simple spreadsheets and analyzes data using Microsoft Excel (basic calculations, graphs).**
5. **Actively searches for information online using search engines (such as Google) and advanced search techniques.**
6. **Communicates via email professionally (send, receive, attach files, organize mail).**

7. **It uses cloud storage platforms (Google Drive - OneDrive) to save and share files with others.**

9. Teaching and Learning Strategies

First: The Role of the Teacher

1. **Brief theoretical explanation: Present the basic concepts in a simplified manner while avoiding technical complexities.**
2. **Live hands-on presentation: Use the data show to illustrate step-by-step practical steps.**
3. **Group Application: Guiding students during the practical application in the lab and following up on their performance individually.**
4. **Feedback: Correcting errors as they occur and providing immediate feedback to students.**
5. **Problem solving: Helping students overcome technical issues they encounter during application.**

Second: The Role of the Student

6. **Direct Practical Application: Perform exercises on the computer immediately after the teacher's explanation (learn by doing).**
7. **Collaborative learning: Working in small groups to solve exercises and share experiences.**
8. **Individual projects: Accomplish practical tasks (e.g., write a report, prepare a presentation) and submit them for evaluation.**
9. **Self-Learning: Explore additional tools on your own and apply them to content that you specialize.**
10. **Self-evaluation: Comparing the results of his/her work with the models provided by the teacher to assess his/her level**

10. Course Structure

Chapter One

Evaluation Method	Learning method	Unit Name	Learning Outcomes	Number of hours	Week Number
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Introduction to Computer**	**Definition of the computer, its importance, and its uses in daily life and different disciplines**	3	.1
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Computer Components (1)**	**Hardware : Processing Unit, Memory, I/O**	3	.2
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Computer Components (2)**	**Software : Operating Systems and Application Software**	3	.3
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Operating Systems**	**Learn about Windows, Desktop, File & Folder Management**	3	.4
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Internet and Computer Networks**	The concept of networks, their types, how the Internet works	3	.5

,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Web Browsers**	Use of web browsers, bookmark management, settings	3	.6
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Effective Internet Search**	Search Engines, Advanced Search Techniques, Resource Evaluation	3	.7
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Email (1)**	Create an account, send and receive messages	3	.8
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Email (2)**	Attachment of files, organization of mail, general etiquette of correspondence	3	.9
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Cloud Storage (1)**	Introduction to Google Drive: Uploading and organizing files	3	.10
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Cloud Storage (2)**	File Sharing, Controlling Permissions, Teamwork	3	.11
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Cybersecurity (1)**	Cybersecurity Concept, Common Threats (Viruses, Hacking)	3	.12
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Cybersecurity (2)**	Strong passwords, cyber fraud protection	3	.13
Electronic, Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Overview**	Summarizing the most important concepts of the first chapter	3	.14
First Semester Exam Practical + Theoretical + Student Evaluation					**15.**
Chapter Two					
Evaluation Method	**Learning method**	**Unit Name**	**Learning Outcomes**	**Number of hours**	**Week Number**
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Introduction to Microsoft Office**	Identify Office Package, FAQs, Open & Save	3	.16
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Word Processing (1)**	Create a document, format texts (font, size, color)	3	.17

,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Word Processing (2)**	Insert images, tables, shapes	3	.18
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Word Processing (3)**	Page formatting, margins, printing, saving in different formats	3	.19
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**PowerPoint Presentations (1)**	Create a presentation, add slides, choose templates	3	.20
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**PowerPoint Presentations (2)**	Insert text, images, video, graphs	3	.21
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**PowerPoint Presentations (3)**	Motion effects, transitions, presentation preparation	3	.22
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Excel Spreadsheets (1)**	Introduction, Program Interface, Data Entry	3	.23
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Excel Spreadsheets (2)**	Simple Calculations (Addition, Subtraction)	3	.24
,Electronic Written and Oral Exam and Direct Questions	Lectures and discussion in person with a practical application	**Excel Spreadsheets (3)**	Base Functions (SUM, AVERAGE), Table Format	3	.25
and the discussion in person	and the discussion in person	**Excel Spreadsheets (4)**	Create simple charts	3	.26
and the discussion in person	and the discussion in person	**Advanced Internet Applications**	Google Forms, Zoom/Meet	3	.27
and the discussion in person	and the discussion in person	**Student Projects**	Work on applied projects that integrate acquired skills		**28.**
Second Semester Exam Practical + Theoretical + Student Evaluation				3	.29
Final Exam					**30.**
Notes: **Theoretical lectures are interspersed with practical applications on a weekly basis** **Students are assessed through: class participation, assignments, a semester project, and exams**					
11. **Course Evaluation**					

Distribution of the grade out of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly, written exams, reports.... etc. **20 (Grades on the first semester) 15 theoretical and 5 practical** **20 (Grade on the second semester) 15 theoretical and 5 practical** **Annual Pursuit Score of 40 and 60 Marks on Final Exam**
12. **Learning and Teaching Resources**
1. **The Book of the Basics of Artificial Intelligence and its Applications in Media** 2. **Generative AI: From Concept to Application** **Applications of Artificial Intelligence in Journalism and Digital Media .3**