Module (Course Syllabus) Catalogue

2022-2023

Institute	**Khabat Technical Institute**
Department	**Food Security And Public Health**
Module Name	**Computer Essential**
Module Code	**COE103**
Degree	**Technical Diploma**
Semester	**1ˢᵗ**
Qualification	**Master**
Scientific Title	**Assistant Lecturer**
ECTS (Credits)	**4**
Module type	**Assist**
Weekly hours	**3 h**	
Weekly hours (Practical)	**(3) h Class**	**(108) h Workload**
Number of Weeks	**15**	
E-Mail & Mobile NO.		
Lecturer (Practical)	**1. Mr. Karwan Hama Saeed**
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Websites	

Course Book

Course Description	Computers and computerized devices have become an integral part of society. In fact, many people use them in schools, homes, and the workplace. It has become imperative to know basic computer skills to survive in the world. In college, many students acquire basic computer skills that equip them with the knowledge to operate a computer, such as sending emails, conducting Internet research, creating word processing documents and creating presentations. Word processing programs offer a variety of features that may be useful to students, depending on the course. Students also learn other programs, such as PowerPoint, to create slides that will accompany oral presentations and speeches.
Course objectives	The course is intended as an introduction to computer skills. The formal objective of the course is to give exposure to the research areas of computer science and the core problems in the field; while preparing students for the knowledge needs of more future courses. We hope to achieve this goal by presenting higher level concepts in lecture and computer practices in the lab. This exposure comes from learning the basics principles of computer sciences. This course, using both lecture and laboratory practice to introduces students to basic computer concepts in hardware, software, networking, computer security to teach students techniques of searching information on the net.
Student's obligation	Attending at lectures and exercises. **Home works** **Quizzes** **Team work projects** **Exams**
Required Learning Materials	1. Theory lectures will be tough by data show in PPT form. 2. Practice lectures will be tough by data show in PPT form, laboratory works, scientific movies and scientific visiting. 3. Group working during practice lectures, in labs.
Assessment scheme	

Homework	**10**
Class Activity	2
Report, Seminar, Paper, Essay and Project	16
Lab Report and Activates (Practice)	
Quiz (Practice)	8
Mid Term Exam (Practice)	24
Final (Practice)	40
Total grade or mark	100

	Students are expected at the end of the year will have the abilities to:
Specific learning outcome	• Identify the hardware components of a personal computer system • List major input and output devices • Explain the functions of processing, memory, storage and communication devices • Realize the significance of each hardware component in processing information • Identify general trends in the development of the different hardware components of a computer • General student knowledge (typing ability, excel, PowerPoint, data analysis, etc.) Introduction to internet, e-mails, ……etc.
Course References	• Joyce Cox and Joan Lambert "Microsoft PowerPoint 2013 Step by Step" • Curtis D. Frye "Microsoft Excel 2013 Step by Step" • Other computer text books, computer magazines and internet.

Weeks	Practical Topics	Learning Outcome
1.	**Week 1**	Practically turn on and turn off the computer, define each parts& change start menu appearance, taskbar properties. Define the desktop components, Desktop property, settings and appearance. Practically studying words window components and their function& standard toolbar .(Home ribbon)
2.	**Week 2**	Microsoft office word, open the Microsoft office word, its windows component and their functions. •Practically studying words window components and their function& standard toolbar. Home ribbon)
3.	**Week 3**	•Keyboard keys functions (enter, backspace, space bar, shift …etc.) formatting bar. Text selection, keyboard shortcut. •Apply the above practically.
4.	**Week 4**	•Word processing and units of document, features of word processing Packages, Creating, Editing, Formatting and Saving a document in MSWORD – Features of File, Edit and Format menus. •Apply the above practically
5.	**Week 5**	•Table and border toolbars item table options, Sorting) •Apply the above practically.
6.	**Week 6**	•Drawing toolbars item. •Apply the above practically.

		•Report preparation by MS. Word
7.	**Week 7**	•Electronic Spreadsheets – concept, packages, creating, editing and saving a spreadsheet with MSEXCEL •Apply the above practically.
8.	**Week 8**	•Microsoft power point, open it, power point window components. •Open new slide, slide layout, how to type in slides. • Insert slides, new slide, slide number, diagram, and chart. •Apply the above practically.
9.	**Week 9**	• Design, select slide design, change design, Apply the above. •Practically and custom effects.
10.	**Week 10**	•Use insert list and make animation to your slide. •Apply the above practically. •Seminar preparation by MS. PowerPoint
11.	**Week 11**	•Work with a spreadsheet (MSEXCEL) of in-built Statistical and other functions and writing expressions, •Apply the above practically.
12.	**Week 12**	Final Exam

Questions Example Design

1. *Compositional:*

In this type of exam, the questions usually start with Explain how, what are the reasons for…? Why…? How….?

Example

Q\ What are the benefits of using online storage? Name four Internet services that provide online storage?

Answer\ One of the biggest benefits of online storage is the ability to access data from anywhere. Online data storage also provides the ability to share files among different users. Examples: Sky drive Drop box Google drive I cloud

2. *True or false type of exams:*

In this type of exam, a short sentence about a specific subject will be provided, and then students will comment on the trueness or falseness of this particular sentence.

Example

Q\ State whether the following statements are true or false:

1. Texts, Pixels and Sounds are represented by Bits in computer memory.
2. Secondary memory stores data temporary.

Answer\   1. True   2. False

3. *Multiple choices:*

In this type of exam there will be a number of phrases next or below a statement, students will match the correct phrase.

Example:

Q\ Choose the correct answer:

1) One Megabyte equals to:

A. 1000 Kbyte   **B. 1024 Kbyte**   C. 1000 Kbit   D. 1024 Kbit

2) Software is stored on storage devices in a special container called.

A. Icon   **B. File**   C. DVD   D. CD

3) Which extension is used for PowerPoint presentations?

A. doc   B. dwg   C. wav   **D. ppt**

20. Extra notes:

- Mobile phones should be turned off during the lecture time.
- Students should come to the lecture on time, if you are late, ask for permission and come in quietly.
- Class attending without lecture notes is not allowed.
- Try not to leave the class without a good reason, if you need it, leave quietly after permission.
- The Final Exam will include all topics of the lectures.
- Students should come in the lab on time. Late students will not be admitted to the lab without an acceptable reason, and they will get a zero grade for the missing lab.
- Leaving the group and wandering is not allowed.
- Using memory devices (USB, CD, DVD ….) with the lab computers is not allowed.
- Students are responsible for any loss or damage of devices.
- Damage to devices must be reported immediately