

## Module (Course Syllabus) Catalogue 2022-2023

College/ Institute	Koya Technical Institute	
Department	Petroleum Technology / Operation & Control	
Module Name	Computer Essentials	
Module Code	COE103	
Degree	Technical Diploma <input type="checkbox"/> Bachelor <input type="checkbox"/> High Diploma <input type="checkbox"/> Master <input type="checkbox"/> PhD <input type="checkbox"/>	
Semester	1	
Qualification		
Scientific Title	Assistant Lecturer	
ECTS (Credits)	4	
Module type	Prerequisite <input type="checkbox"/> Core <input type="checkbox"/> Assist. <input checked="" type="checkbox"/>	
Weekly hours	3 hr	
Weekly hours (Theory)	( 3 )hr Class	( 6 )Total hrs Workload
Weekly hours (Practical)	( )hr Class	( )Total hrs Workload
Number of Weeks	12	
Lecturer (Theory)		
E-Mail & Mobile NO.		
Lecturer (Practical)	Rawand dlshad abdulla	
E-Mail & Mobile NO.	rawand.abdulla@epu.edu.iq-07702164848	
Websites		

## Course Book

<b>Course Description</b>	The course introduces you to fundamental 'Computer Literacy' concepts. You will learn to use Windows 7 on the PC-compatible computers as well as MS Office 2013 which has the following applications: word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint) and Database (MS Access). Windows 7 will be used to illustrate operating system concepts and disk organization. This class is intended for students requiring 'hands-on' knowledge of computer applications. This class will be accepted as a prerequisite for all advanced applications classes listed under CSIT and CAOT.
<b>Course objectives</b>	At the completion of this course the student should be able to: <ul style="list-style-type: none"> <li>• Explain the importance of computer literacy.</li> <li>• Define the term computer.</li> <li>• Identify the essential components of a computer system.</li> <li>• Differentiate between types of computer systems and their uses.</li> <li>• Major feature of windows 10.</li> <li>• Difference between windows10 and the pervious.</li> <li>• Identify the properties of the tile.</li> <li>• Properties of task bar.</li> <li>• Properties of file options.</li> </ul> Demonstrate use of Micro Soft office application: Explain word processing program and its important command to type a document.
<b>Student's obligation</b>	Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills, including: <ol style="list-style-type: none"> <li>1) Describe the usage of computers and why computers are essential components in business and society.</li> <li>2) Utilize the Internet Web resources and evaluate on-line e-business system.</li> <li>3) Solve common business problems using appropriate Information Technology applications and systems.</li> <li>4) Identify categories of programs, system software and applications. Organize and work with files and folders.</li> <li>5) Describe various types of networks network standards and communication software</li> </ol>
<b>Required Learning Materials</b>	Computer Lab and each student must be having its own computer. <ul style="list-style-type: none"> <li>• Data Show, Handout lecture notes and white board will be used.</li> </ul> While in the online studying situation we

	will depend on specific programs like Moodle and zoom meeting programs.				
<b>Evaluation</b>	<b>Task</b>	<b>Weight (Marks)</b>	<b>Due Week</b>	<b>Relevant Learning Outcome</b>	
	Paper Review				
	Assignments	Homework	10	4	
		Class Activity	2		
		Report	6	2	
		Seminar	6	1	
		Essay	---	---	
		Project	4	1	
	Quiz	8	4		
	Lab.				
	Midterm Exam	24	1		
	Final Exam	40	1		
Total	100	14			
<b>Specific learning outcome:</b>	<p>1. To develop the capacity to predict the effects of force and motion while carrying out the creative design functions of engineering.</p> <p>2. Applied mechanics (also engineering mechanics) is a branch of the physical sciences and the practical application of mechanics. Pure mechanics describes the response of bodies (solids and fluids) or systems of bodies to external forces.</p> <p>3. Makes the students able to recognize different force systems, moments and couple.</p> <p>4. The ability to draw Free Body Diagram and label the reactions on it.</p> <p>5. Makes the students able to apply equilibrium equations in statics.</p> <p>7. The ability to understand Newton's law in motion, and recognize different</p>				

kinds of particle motions.  
8. The benefit is to make the student familiar to use a computer and how to use the interface of windows 10 efficiency. Also, the student will be effective in using Microsoft word 2013.

- Course References:**
- [http://www.homeandlearn.co.uk/word2007\\_2010/s1p1.html](http://www.homeandlearn.co.uk/word2007_2010/s1p1.html)
  - Training for ICDL.
  - Using many site and reference by internet searching.

Practical Topics	Week	Learning Outcome
Hardware, Software	1	Hard ware definition the main part of computer Input (output) ports Computer memory Types of memory Storage media Input device output device operating system application software interface accessibility option
	1	Windows starting windows task bar Start menu pin a shortcut Creating short icon Date and time, region setting Control panel Screen color windows explorer Navigation bar common file type Drive information Sort files recycle bin Formatting file compression searching from file and folder Not pad and word pad Print screen

		Anti-virus installing a new printer Change the default printer
	<b>1</b>	introduction internet introduction of emailing system searching via internet internet application (Google product) introduction of network security protection and security
	<b>1</b>	Word processing Creating a new document Inserting text creating and applying style Page setup page, indentions line & paragraph page break header and footer Creating a number creating bulleted adding border around text adding shading around Inserting and delating table (row and colomn )with all properities. Position and image format an image switching between files comparing document maling merge
	<b>1</b>	Starting Microsoft excel windows of excel work entering in a worksheet Book getting help selecting cells inserting row & column into worksheet Deleting and adjusting row columns move deleting editing cell contents

		<p>with data undo and redo moving Sorting data searching and replacing data Adding border in cells formatting</p>
	<b>1</b>	<p>Basic functions formulas and filtering of data Work sheet margins worksheet header and footer scaling worksheet How to create a chart with examples</p>