

(Computer Essential) Course Catalogue 2022-2023

College	Erbil Technical Administrative Institute	
Department	Department of Marketing Management	
Module Name	Computer Essentials	
Module Code	COE103	
Semester	1	
Credit	4 ECTS	
Module type	Requested	
Weekly hours	3	Weekly hours
Weekly hours (Theory)	(0)hr Class	no hours (Theory)
Weekly hours (Practical)	(3)hr Class	3 hours (Practical)
Lecturer (Practical)	Ahmad Jamal KHDR	
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Phone No.		

Course Book

Course overview:

The course introduces you to 'Computer Skills' concepts. You will learn to use Windows 10 on the PC-compatible computers as well as MS Office 2016 which has the following applications: word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint). 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 university module.

Course objective:

- Give students an in-depth understanding of why computers are essential components in business, education and society.
- Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software.
- Provide hands-on use of Microsoft Office 2016 applications Word, Excel, Access and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills.
- Provide "computer skills" curriculum that prepares students for life-long learning of computer concepts and skills.

Student's obligation

1. Assignments:

In their academic semester, students are obliged to take midterm and final exams, do 4 quizzes, 1 project, 2 presentations, 2 reports and 4 home works as their assignments.

2. Attendance Policy:

Students are expected to attend each class for the entire semester. Students are responsible for material present in lectures. Only students with official absence, family crises, and illness are excused from class. The student who misses 10 percent of the classes will be placed on probation.

3. Make Exam up Policy:

Since all examination are announced in advance, ZERO grade will be given to any missed examination unless a student's has an acceptable reason, such as illness, for not being able to take the examination during all those days when the examination was announced.

Forms of Teaching for E-Learning


Smart boards, and zoom meeting application,
Students are required a personal computer, and a good internet connection.

Assessment scheme

40% Assignments (4% Quiz, Theoretical exam: Midterm 6%, Final 15%, Practical exam: Midterm 10%, Final 25%

Specific learning outcome:

- Understand key concepts relating to computers, hardware and software.
- Students will recognize when to use each of the MS Office programs to create professional & academic documents.
- Students will use MS Office programs to create personal, academic and business documents following current professional and/or industry standards.
- Apply skills and concepts for basic use of computer hardware, software, and the Internet.

Practical Topics	Week	Learning Outcome
Hardware and Software	1	Hardware definition, the main parts of the computer, input/output ports, computer memory, Types of Memory, Storage Media, Input/output devices, Operating system, Application Software, Interfaces, and Accessibility Options.
	2	
Windows 10	3	Windows Starting, windows task bar, Start a menu, pin shortcut, Creating shortcut icon, Control Panel, Date & time, (Region, Volume, Resolution) setting, screen colour, windows explorer, Navigation bar common file type, Drives information, Sort files, recycle bin, Formatting file compression, Searching from file and folder, NotePad and WordPad, Print screen, Anti-virus, installing new printer, and changing the default printer
Internet and Network Security	4	Introduction into internet, introduction into emailing system, Searching via internet, Internet application (google products), Introduction to Network security, and Protection & security.
	5	
Microsoft Word 2010	6	Word processing, creating new document, inserting text, Creating and applying style, Page setup, Indention line & paragraph, page break. Header and footer, creating bullets, creating number, Page and Text Border, Insert and delete table, Table properties, switching between files, Comparing document, Mailing merge.
	7	
Microsoft Excel 2010	8	Starting Microsoft excel, windows of excel, loading sheet, Selecting cells, inserting row and column into a worksheet, deleting and adjusting a row and column, (move, delete, edit) cell contents, (sorting, searching and replacing) data, Adding border to the cells, formatting the neck ground, aligning cell contents, Basic function, formula and filtering of data, worksheet (margin, header and footer, scaling), how to create a chart with example.
	9	
	10	
Microsoft PowerPoint 2010	11	Presentation PowerPoint Windows, inserting new slides, Slide's layout, themes, font (type, size, colour, and shadow effect), Creating a table, table properties, inserting clipart, insert (Shapes, smart art, chart), animation, slide effect, (move, copy, hide, show, delete) slides, slide setup, printing slides.
	12	
Examinations: <ul style="list-style-type: none"> Theoretical exam: 1st to 5th weeks of the lecture will be included Practical exam: (2nd, 3rd, 6th to 12th) week will be included. 		
Extra notes: <p><i>Ask questions, Respect and listen to your classmates, and the teacher, Raise your hand to speak, Be prepared for class, Be quiet when the teacher and your classmates are talking, Share new ideas, Respect others' property, Keep your workspace tidy, Be kind, Always do your best, Be a good friend, Be on time, Share with others, Use equipment properly, turn in your homework on time, Use positive language, Listen with your ears and your eyes, Contribute to discussions, Be respectful of others' ideas, Follow the teacher's directions, Cooperate with your classmates, Be creative, Be honest, Use technology appropriately, Be proud of your work.</i></p>		
External Evaluator <p>As a participant I supported and reviewed the curriculum of the course book and I see It suitable for the first stage and it is quite academic and at the level of the institute</p> <div style="text-align: right;">  Asst.Prof. Dlawar Jalal Ghareeb 24/11/2022 </div>		