

زانكۆی پۆلیته کینکی هه ولیر
ERBIL POLYTECHNIC UNIVERSITY

Department of Physiotherapy

Erbil Technical Health and Medical College

Erbil Polytechnic University

Subject: Computer Science

Course Book – (First Year)

Lecture's name: Aso Yasin Omar (BSc, M.Sc.)

Academic year: (2022-2023)

Course Book

1.Course name	Computer Essential
2.Lecturer in charge	Aso Yasin Omar
3.Department / college	Marketing Administration / Erbil Technical Administrative Institute
4.Content	E-mail: aso.omar@epu.edu.iq Tel: (07504618910)
5.Time (in hours)per week	Practical : 3 Group A Practical : 3 Group B
6.Office hours	(Sunday) 8:00 – 11:00 Practical - Group A (Wednesday) 8:00 – 11:00 Practical - Group B
7.Course code	EPU01567
8.Teacher's academic profile	https://academicstaff.epu.edu.iq/faculty/aso.omar
9.Keywords	
10.Course overview:	The course introduces basics of computers Microsoft Windows and Office (MS Word, MS Excel, MS PowerPoint) in conformity with the “European Computer Driving License –ECDL” ensuring knowledge gain in the basic concepts of Information Technology (IT), the use of personal computers and common computer applications at adequate level of competence. Hardware & software of computers, commonly used software general applications such as: word processing, spreadsheets, presentation and thoroughly discussed. Brief introduction to communication (Internet, e-mail, world-wide-web, etc.) is given as well.
11.Course Objective:	This should not be less
12.Student's obligation	<p>A. Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a university-sanctioned activity, the instructor will provide an opportunity for assignment make-up. However, it is the instructor’s decision to provide, or not to provide, make-up work related to absences for any other reason. A student not present for class during the entire initial week of a scheduled course may be removed from the course roster unless the student notifies the Student Registry</p> <p>B. Cheating. Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:</p> <ol style="list-style-type: none"> 1. Obtains or attempts to obtain unauthorized knowledge of an examination’s contents prior to the time of that examination. 2. Copies another student’s work or intentionally allows others to copy assignments, examinations, source codes or designs; 3. Works in a group when she/he has been told to work individually; 4. Uses unauthorized reference material during an examination; or 5. Have someone else take an examination or takes the examination for another
13.Forms of teaching	<ul style="list-style-type: none"> ➤ Data show & PowerPoint ➤ Smart Board ➤ White Board ➤ Papers

14. Assessment scheme

Homework	8
Class Activity	2
Report	6
Seminar	10
Project	10
Quiz	4
Total	40
Midterm Exam	20
Final Exam	40
Total	100

15. Student learning outcome:

16. Course Reading List and References:

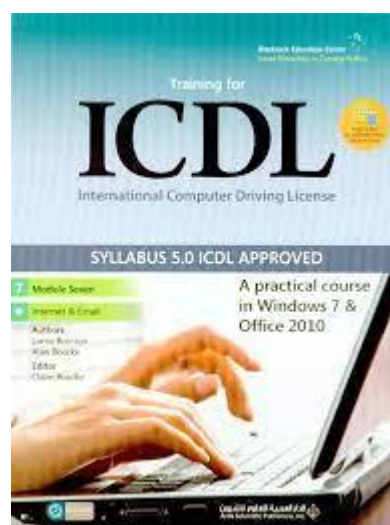
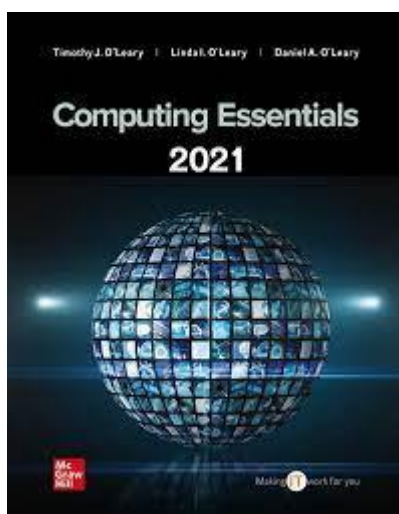
[R1] **Introduction to Computers and Information Systems**, Larry Long, 8th edition, the internet edition, Prentice-Hall Int.

[R2] **Any Book on MS Windows XP / MS Windows 7 / MS Windows 10**

[R3] **Lecture notes**

[R4] **Recommended web sites :**

- www.icdl-unesco.org
- www.ecdl.com
- www.microsoft.com



17.The Topics:	Lecturer's name
In this section The lecturer shall write titles of all topics he/she is going to give during the term. This also include a brief description of the objectives of each topic, date and time of the lecture Each term should include not less than 16 weeks	Lecturer's name EX: (1hrs) EX 14/11/2022
18. Practical Topics (If there is any)	
In this section The lecturer shall write titles of all practical topics he/she is going to give during the term. This also include a brief description of the objectives of each topic, date and time of the lecture	Lecturer's name EX: (3hrs) EX 17/11/2022
<p>19. Examinations:</p> <p>1. Compositional: in this type of exam the questions usually starts with Explain how, What are the reasons for...? Why...? How""? With their typical answers ' Examples should be Provided</p> <p>2. True or false type of exams:</p> <p>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, Examples should be provided</p> <p>3. Multiple choices:</p> <p>in this type of exam there will be a number of phrases next or below a statement, students Will match the correct phrase. Examples should be provided</p>	
20. Extra notes:	
Here the lecturer shall write any note or comment that is not covered in this template and He/she wishes to enrich the course book with his/her valuable remarks.	
21. Peer review	
This course book has to be reviewed and signed by a peer. The peer approves the contents of your course book by writing few sentences in this section.(A peer is person who has enough knowledge about the subject you are teaching, he/she has to be o professor, assistant professor, o lecturer or on expert in the field of your subject),	