Kurdistan Region Government
Ministry of Higher Education and
Scientific Research
Erbil Polytechnic University

زانكۆی پۆليتەكنيكى هەولێر
ERBIL POLYTECHNIC UNIVERSITY

Module (Course Syllabus) Catalogue

2022-2023

College/ Institute	Khabat Technical Institute	
Department	Food Security and Public Health Department	
Module Name	Computer Essential	
Module Code	KHTI-COE103	
Degree	Technical Diploma ■　　　Bachler ☐ High Diploma ☐　Master ☐　　PhD ☐	
Semester	First	
Qualification	PhD	
Scientific Title	Lecturer	
ECTS (Credits)	4	
Module type	Prerequisite ☐　Core ■　Assist. ☐	
Weekly hours	3	
Weekly hours (Practical)	(3) hr Class	(36) Total hrs Workload
Number of Weeks	12	
Lecturer	Ausama Abdulwahab Safar	
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Lecturer (Practical)	Mrs. Sirwa	
E-Mail & Mobile NO.		
Websites	www.epu.edu/iq	

Course Book

Course Description	The course is covered the all-important instructions and customize the desktop, Taskbar, start menu, different windows and adjust some of your computer's settings of control panel in operating system windows 10. The course is covered the office button commands, home tab, Insert tab, Page Layout tab, View tab, Format tab, Design and Layout tab in Microsoft office Word. The course is covered the Home tab, Insert tab, Design tab, Animation tab, Slide show tab and View tab in Microsoft office PowerPoint. The course is covered the Home tab, Insert tab, Page Layout tab, Formulas tab, Data tab and View tab in Microsoft office Excel. The course is explained meaning the internet and E-mail. How to browse, search web pages, create and use E-mail.
Course objectives	This course is designed to: Indicate the names and functions of the Word interface components. Create, edit, save, and print documents to include documents with lists and tables. Format text and to use styles. Add a header and footer to a document. Add a footnote to a document. Add a graphic to a document. Use the Spelling and Grammar Checker as well as Microsoft Help. Manipulate documents using functions such as find and replace; cut, copy, replace.
Student's obligation	1- Attendance of students in classes is necessary, as non-attendance has negative effect on student's perception. 2- Writing reports particularly in practical lessons as well as to scientific excursion.
Assessment scheme	16% Mid Term (Practical) 4% Quiz 40% Assignment (report, paper, homework, seminar…) 40% Final Practical
Required Learning Materials	Computer and MS Office software Data show
Specific learning outcome:	How to build self-confidence to do any test. Prepare all requirements before doing the test. Attempting of students to plan for every type of tests. Utilizing precedents to inform land planning and design decisions that create sites, neighbourhoods, and communities that are pedestrian-friendly, environmentally sustainable, and express a strong sense of place;

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Course References:	1. A History of Modern Computing, 2.Microsoft Office Step by Step 3.Ubiquitous Computing Fundamentals, From the Foreword, Professor Gregory D. Abowd, Georgia Institute of Technology. 4.Windows Reviewer's Guide A First Look at Windows 5. MS Office Computer Books Written by: Vishnu Priya Singh 6. Microsoft Office (The O'leary) 1st Edition by Timothy O'Leary , Linda O'Leary

Practical Topics	Week	Learning Outcome
Introduction to Win10: Desk top components Start menu components Taskbar components (Shortcut Menus) Right click component and functions (View) functions (Sort by) functions (New) functions (Display setting) function (Personalize) functions: - Background - Colors	1	
•(Personalize) functions: - Lock screen - Themes - Fonts - Start - Taskbar •Personalize the Start menu	2	
• Window components • Personalize the Start menu • Mouse functions • Recycle in • Using Control Panel	3	
• Using Control Panel (Continuous) • Computer Setting	4	
• MS Word 2010 interface • Create new file, save, save as, close	5	
• Explaining Home tab, create and modifying texts in MS Word 2010	6	
• Explaining Insert tab, how to make and modify Table in MS Word 2010	7	
• Explaining Insert tab, how to deal with Illustration group in MS Word 2010?	8	

• Explaining Insert tab, how to make Header and Footer and page number? • What is the benefit of Text box? • How to create an equation and insert symbols in MS Word 2010	9	
Make an Excel document	10	
Insert, Formulas, Data	11	
Power Point	12	

Questions Example Design

In which view Headers and Footers are visible

A. Normal View B. Page Layout View C. Print Layout View D. Draft View

To apply centre alignment to a paragraph we can press

A) Ctrl + S   B) Ctrl + C   C) Ctrl + C + A   D) Ctrl + E

To move data from one part of the document to another, following is used.

(A) Cut and Delete (B) Cut and Paste   (C) Copy and Paste (D) Copy and Undo

 Prepare a file with this content:

Your name company

Item	Description	Quantity	Price $
Envelope	110 × 220 mm	400	
	229 × 324 mm	200	
	A3 paper	200	
Business card	5 different designs	500	
Notebook	A5, 100 pages	30	
Pocket folder		200	

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Write the commend in cell A1:

$a^2 + b^2 = c^2$

$A = \pi r^2$

External Evaluator

Aram Jawdat Agha /Khabat Technical Institute

Department of Information Technology

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