



# Course Book

<b>Condition and policy</b>	<p>The purpose of this information is to assist students in understanding proper classroom behaviour. The classroom should be a learning-centered environment in which faculty and students are unhindered by disruptive behaviour. You are a college student and are expected to act in a mature manner and to be respectful of the learning process, your instructor and your fellow students. Faculty members have the authority to manage their classrooms to ensure an environment conducive to learning.</p> <ul style="list-style-type: none"><li>• Take responsibility for your education.</li><li>• Attend every class.</li><li>• Get to class on time.</li><li>• Do not have private conversations.</li><li>• Turn mobile phones off.</li><li>• Do not dominate other students' opportunity to learn by asking too many questions.</li><li>• Respect your instructor.</li><li>• Your classmates deserve your respect and support.</li><li>• Come to class prepared.</li><li>• Turn in your work on time.</li><li>• Do not bring children to class.</li><li>• Cheating (or Plagiarism) on assignment/exam will result in "Failure".</li></ul>
<b>Course Description</b>	<p>The Computer Essentials module teaches the basics of using a computer. This course runs 14 weeks including Mid Term and Final Exam and is designed for students with no computer experience, sets out essential concepts and skills relating to the use of devices, file creation and management, networks, and data security. There is a range of essentials skills and knowledge that everyone who uses technology should possess. You will learn to use Windows 10 on the PC-compatible computers as well as MS Office 2010.</p>
<b>Course objectives</b>	<p>Computer Essentials module will help you improve your knowledge and competence in using the common functions of a personal computer and its operating system. Computer Essentials covers how to adjust main settings, using the built-in help features and dealing with non-responding applications. The module will also cover how to effectively operate within the desktop environment and work with desktop icons and windows, how to manage and organise files and directories/ folders, alongside how to duplicate, move and delete files and directories/folders and compress/extract the files. You will also improve understanding of what a computer virus is and be able to use virus-scanning software. You'll learn everything you need to know to create and format documents, and use Word's advanced features. Each lesson in this course contains step-by-step instructions and screenshots that make learning easy.</p>

<b>Student's obligation</b>	The students are obliged to attend the class and lab sessions. Throughout the course students will be tested through quizzes, assignments, lab tests.				
<b>Assessment scheme</b>	24 % Mid Term (Theory and practical) 8 % Quiz 26 % Assignment (report, project, homework, seminar.) 40% Final Exam				
<b>Required Learning Materials</b>	Computer (Laptop) with windows 2010 and Microsoft office 2010 Style.				
<b>Evaluation</b>	<b>Task</b>	<b>Weight (Marks)</b>	<b>Due Week</b>	<b>Relevant Learning Outcome</b>	
	Paper Review				
	Assignments	Homework			
		Class Activity			
		Report			
		Seminar			
		Essay			
		Project			
	Quiz				
	Lab.				
	Midterm Exam				
	Final Exam				
Total					
<b>Specific learning outcome:</b>	<ul style="list-style-type: none"> <li>• Student will develop a vocabulary of key terms related to the computer and to software program menus</li> <li>• Student will be able to identify the components of a personal computer system</li> <li>• Student will be able to demonstrate mouse and keyboard functions</li> <li>• Student will be able to demonstrate window and menu commands and how they are used</li> <li>• Student will be able to demonstrate how to organize files and documents on a USB/hard drive</li> <li>• Student will be able to compose, format and edit a word document</li> <li>• Student will be able to navigate and search through the internet</li> </ul>				
<b>Course References:</b>	<a href="http://www.ecdl.com.mt/asp/docs/computer-essentials-guide.pdf">http://www.ecdl.com.mt/asp/docs/computer-essentials-guide.pdf</a> <a href="https://www.tutorialspoint.com/word/word_adjust_margins.htm">https://www.tutorialspoint.com/word/word_adjust_margins.htm</a> <a href="http://www.homeandlearn.co.uk/word2007_2010/s1p1.html">http://www.homeandlearn.co.uk/word2007_2010/s1p1.html</a> <a href="https://www.udemy.com/course/microsoft-excel-2013-from-beginner-to-advanced-and-beyond/?LSNPUBID=je6NUbpObpQ&amp;ranEAID=je6NUbpObpQ&amp;ranMID=39197&amp;ranSiteID=je6">https://www.udemy.com/course/microsoft-excel-2013-from-beginner-to-advanced-and-beyond/?LSNPUBID=je6NUbpObpQ&amp;ranEAID=je6NUbpObpQ&amp;ranMID=39197&amp;ranSiteID=je6</a>				

Course topics (Theory & Practical)	Week	Learning Outcome
Hardware & Software	1-3	You will get information about hardware definition, the main parts of computer, input/output ports, computer memory, types of memory, storage media; input devices output devices, operating system, application software, interfaces, accessibility options.
Window 10	4-7	learning about Windows starting, Windows taskbar, start menu, pin a shortcut, creating shortcut icon, control panel, date and time region setting, volume setting, resolution setting, screen colour, Windows Explorer, navigation bar, common file type, drives information, sort files, recycle bin, formatting file compression, searching from file & folder, Notepad and WordPad, print screen, anti-virus, installing a new printer, change the default printer.
Microsoft Word 2010	8-12	word processing, creating a new document, inserting text, creating and applying style, page setup, indentions line & paragraph page, header and footer, creating a number, creating bulleted, adding border around text, inserting and deleting table (row and column) with all properties, position and image, format an image, switching between files.

### Questions Example Design (Theory)

#### 1. Multiple choices:

- What are the physical components of a computer system called?
  - Hardware
  - Desktop
  - Devices
  - Peripherals.

#### 2. True or false type of exams:

- The name of the chip inside the computer that processes information is Central Processing Unit.

### Questions Example Design (Practical)

#### 3. Draw a table similar to the exist table on the exam paper with its contents.

A	B C	D	
E	G	H	I
F			

**Extra notes:**

**External Evaluator:**

**Raqib barzinji**

**Payman Mohammed Hasan**