

(Module Name) Course Catalogue 2019-2020

College	Technical Engineering College	
Department	Civil Engineering Department	
Module Name	Computer Essentials	
Module Code	COE103	
Semester	1	
Credit	4	
Module type	Core	
Weekly hours	3 hours	
Weekly hours (Theory)	(0)hr Class	(0) hr Workload
Weekly hours (Practical)	(3)hr Class	(100) hr Workload
Lecturer (Theory)	N.A	
E-Mail	N.A	
Lecturer (Practical)	Mr.Bikhtyar Friyad Abdulrahman	
Email	bikhtiyar.abdulrahman@epu.edu.iq	

Course Book

- **Course overview:**

Learn that what is the hardware and what is the software. Understand how the internet and windows works. Learn to use internet security in order to protect their computers. Learn how to work on windows and internet applications. Apply Microsoft excel, Microsoft word and Microsoft power point software in order to work effectively on the computer using the mentioned software to do engineering and scientific simulations also to do presentations and reports about any topic by using these programs above mentioned namely, Microsoft excel, Microsoft word and Microsoft power point. Learn to create spreadsheets for your engineering analysis, final year project and other engineering simulations by using Microsoft excel. Learn to create reports and print them by using Microsoft word. Learn to create slides in order to use them for presentations and seminars. The course provides detailed case studies ranging from Civil engineering as well as maths and science. Some of the case studies include; Moments, applying math equations. Also, Identify the different components of the Excel worksheet, Microsoft word and Microsoft power point.

- **Course objective:**

- Learn what is the hardware parts of computers and what is the role of each of them.
 - Learn that what does software mean. And how it works
 - Explain most used bars and commands on windows
 - Work efficiently on windows knowing how to create, copy, paste files and folders. Also learn how to search for files and how to protect your PC by using the anti-virus and firewall security.
 - Work efficiently on internet. Use internet to doing researches.
 - Learn how to use internet security.
 - Indicate the names and functions of the Microsoft word interface components.
 - Enter and edit text on Microsoft word.
 - Construct a detailed table and edit them on Microsoft word.
 - Create and modify charts on Microsoft word.
 - Insert image and objects and edit them on Microsoft word.
 - Indicate the names and functions of the Excel interface components.
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- Enter and edit data on Microsoft Excel.
- Format data and cells Microsoft Excel.
- Construct formulas on Microsoft Excel,
- Create and modify charts on Microsoft Excel.
- Preview and print worksheets on Microsoft Excel.
- Enhance alpha and numeric date in an Excel Worksheet on Microsoft Excel
- Create a spreadsheet to tabulate and record numeric values on Microsoft Excel - Work efficiently on Microsoft Power point.
- Indicate the names and functions of the Microsoft power point interface components.
- Create slides on Microsoft power point.
- Copy and edit slides on Microsoft power point.
- Insert images on Microsoft power point.
- Print slides on Microsoft power point.
- Edit the style of slides on Microsoft power point.

- **Student's obligation**

Students must attend all lectures. They also do quick daily exams. Furthermore, they are required to do their homework and duties that will be assigned to them. Moreover, they must do seminars and projects. And finally, they must pass the final and midterm exam.

- **Forms of teaching**

Lectures are going to be presented in the computer lab. With projector for presenting the lectures. Also, white board will be used for demonstrating materials that needs more highlights.

- **Assessment scheme**

16% Mid. practical exam

4% Quiz

10% seminars

14% Project

40% final practical

Specific learning outcome:

At the end of the course, participants should be able to:

1. Understand key concepts relating to ICT, computers, hardware and software.



2. Work efficiently on windows and desktop using icons also learn how to work on internet.
3. Use internet security.
4. Work efficiently on Microsoft Word, Microsoft Excel and Microsoft power point and then learn to use all its components.

- Course Reading List and References:

Training computer driving "a practical course in windows 7 & office 2010

- Course topics (Theory)	Week	Learning Outcome
- Practical Topics (If there is any)	Week	Learning Outcome
Introduction to computer hardware and software	1	1
Window 10	2	2



Window 10	3	2
Internet	4	2
Network security	5	3
Microsoft word	6	4
Microsoft word	7	4
Microsoft Excel	8	4
Microsoft Excel	9	4
Microsoft Excel	10	4
Microsoft power point.	11	4
Microsoft power point.	12	4
- Examinations (question design):		
- Extra notes:		

- External Evaluator