



Module (Course Syllabus) Catalogue

2023-2024

College/ Institute	Erbil Technical Engineering College	
Department	Civil Engineering	
Module Name	Computer Essentials	
Module Code	COE103	
Degree	Technical Diploma <input type="checkbox"/> Bachelor <input checked="" type="checkbox"/> High Diploma <input type="checkbox"/> Master <input type="checkbox"/> PhD <input type="checkbox"/>	
Semester	1 st Semester	
Qualification	BSC (mathematic & computer science) MSC (general of computer science) University of India. (dr. babasaheb ambedkar marathwada university "bamu") There are six research papers published in magazines. (Zankoy Lubnani faransi university journal , Indonesia university journal and Mosul university journal)	
Scientific Title	MSC / Master degree. Assist.Lect	
ECTS (Credits)	4	
Module type	Prerequisite <input type="checkbox"/> Core <input checked="" type="checkbox"/> Assist. <input type="checkbox"/>	
Weekly hours	3 hours	
Weekly hours (Theory)	(0) hr. Class	(0) Total hrs. Workload
Weekly hours (Practical)	3 hours for each group we have two groups =3+3 = 6 per week	(108) Total hrs. Workload
Number of Weeks	12	
Lecturer (Theory)	Assist. Lect.Mr.Bikhtiyar Friyad Abdurahman	
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Lecturer (Practical)	Mr.Bikhtiyar Friyad Abdurahman	

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Websites	

Course Book

Course Description

This course is very important to the student in which build a a good scientific base and Establishing the basic principles of the world of computer systems for the student as Provides an overview of current and emerging technologies used in organizations today, with emphasis on :-

➤ the main roles that computer systems play in organizations.

➤ Principles of computer systems :- Hardware and Software ,

Students will demonstrate competency in various systems through hands-on Learn that what is the hardware and software, understand the internet applications & how to work on windows 10 .learn to use internet security in order to protect their computer .apply Microsoft office 2010, also to do presentations and reports about any topic by using these programs mentioned namely, Microsoft word, Microsoft excel, Microsoft PowerPoint. Using Microsoft word to learn create reports and print them .(Microsoft excel is an important computer program for students in civil engineering ,it helps students organize information in tables, use different applications on them ,learn to create spread sheets for your final project , display them in the form of schemes and use laws and equations to reach the results.)Learn Microsoft power point to create slides in order to use them for presentations & seminars. the course provides detailed case studies ranging from civil engineering , some of the case studies include applying math equations .also identify the different components of the excel worksheet , Microsoft word & power point.

Course objectives

- Learn what is the hardware parts & software parts of computers and what the role of each of them is, and how it works.
- 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.
- Learn how to use internet security.
- Indicate the names and functions of the Microsoft word interface components.
- Enter and edit text, construct a detailed table, create and modify charts, and insert image with objects and edit them on Microsoft word.
- Excel program aims to learn how to deal with numbers as inputs and organize them in tables.
- use some equations , charts as outputs and how to use them in the field of Engineering specialization
- Indicate the names and functions of the excel interface components.
- Enter and edit data on Microsoft Excel.
- construct formulas, preview and print worksheets on Microsoft Excel.
- work efficiently on Microsoft power point.
- indicate the names and functions of the Microsoft power point interface

	<p>Components.</p> <p>-create slides, copy and edit slides on Microsoft power point.</p> <p>-insert images, print slides and Edit the style of slides on Microsoft.</p>				
Student's obligation	<p>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 .they must do seminars and projects .finally they must pass the final and Midterm exam.</p>				
Required Learning Materials	<p>I have tried to take advantage of the resources provided by Erbil Technical University to serve students in the best way, through: -</p> <ul style="list-style-type: none"> ● Publish all lectures on Moodle https://moodle.epu.edu.iq/course/view.php?id=543 . ● Many lectures in class For :- ○ Discusses the Lectures ○ Ask Answer Questions ○ Makes pop quizzes . ● Discussion including ○ Homeworks H.W.(2) , ○ Quizzes (2) ○ Reports (1) ○ Presentation POSTER PROJECT (1). 				
Evaluation		Task	Weight (Marks)	Due Week	Relevant Learning Outcome
		Paper Review			
	Assignments	Homework	14%		
		Class Activity	2%		
		Report	8%		
		Seminar	8%		
		Essay			
		Project	8%		
	Quiz		4%		
	Lab.				
	Midterm Exam		16%		
	Final Exam		40%		
Total		100%			

Specific learning outcome:

- At the end of course , participants should be able to :-
- 1-Understand key concepts relating to ICT, computers, Hardware &software.
 - 2-Work efficiently on windows 10 contain, desktop, taskbar, setting, Control panel, formatting file compression, print screen and using icons also learn how to work the windows 10.
 - 3- use internet also learn E-mailing system , searching via internet, application Google products and protection security.
 - 4-work efficiently on Microsoft word 2010 how to work the word processing to do text , paragraph, page setup page,header&footer by using orders , using to do tables(row &column) with all properties and switching Between files .

	<p>5-Work efficiently on Microsoft Excel 2010 how to do entering, sorting data, filtering of data, adding border in cells, how to do function, and formula &how to create a chart in worksheet.</p> <p>6-work efficiently on Microsoft PowerPoint how to presentation , change layout of slide, creating table, changes the font type, Rotation, flipping a draw, Object, insert shapes, and effects.</p>
Course References:	<p>1. Training computer driving “a practical course in windows 7&office 2010”.</p> <p>2.Computer Skills –</p> <p>3. Windows and office 2010 “hardware & software”.</p> <p>4. https://www.thewisdompost.com/essay/internet-essay/3381</p> <p>5. X.Q. Su and Zh. H. Sheng, Computer network security and firewall technology to explore the development of technology, Science and technology innovation Herald, 2012, pp. 34-37.</p>

Practical Topics	Week	Learning Outcome
Introduction to computer hardware and software.	1	1
Windows 10	2	2
Windows 10	3	2
Internet	4	3
Network security	5	3
Microsoft word 2010	6	4
Microsoft word 2010	7	4
Microsoft Excel 2010	8	5
Microsoft Excel 2010	9	5
Microsoft Excel 2010	10	5
Microsoft Power point 2010	11	6
Microsoft Power point 2010	12	6
Internet and network security	13	4

Questions Example Design

Q1. Fill in the blanks with a suitable answer :-

1----- this key deletes the letters backward.

Q2.Put (true) for the right answer and (false) for the wrong answer, with correcting the false under line if found.

1- The Terabyte equal Billion bytes.

Q3.) What are the main physical components of a computer?

Q) select the right answer:- (10 marks)

1. The is the circuitry that controls the flow of data through the processor, and coordinates the

activities of the other units within it a. ALU b. RAM c. CU d. CPU

2. When a storage device transfers these items from memory to a storage medium (a process

called.....), it functions as an output source a.Writing b. Reading c. Printing d. Traveling

3. The access time of memory devices are measured in..... .

a. kilometres per hour (km/h) b. megahertz (MHz) c.milliseconds d. kilobyte (KB)

4. Utility Software are type of

a. Application Software b. System Software c.Operating Systems

d. General Purpose Application Software

5. The speed at which the processor carries out its operations is measured in

a. kilometers per hour (km/h) b. megahertz (MHz) c.Milliseconds d. kilobyte (KB)

Extra notes:

External Evaluator:

