

Module (Course Syllabus) Catalogue 2025-2026

College/ Institute	Khabat Technical Institute	
Department	Hydroponic Technique	
Module Name	Computer Essential	
Module Code	COE103	
Degree	Technical Diploma <input checked="" type="checkbox"/> Bachler <input type="checkbox"/> High Diploma <input type="checkbox"/> Master <input type="checkbox"/> Ph <input type="checkbox"/>	
Semester	First	
Qualification	M.Sc	
Scientific Title	Asst. Prof	
ECTS (Credits)	4	
Module type	Prerequisite <input type="checkbox"/> Core <input type="checkbox"/> Assist <input checked="" type="checkbox"/>	
Weekly hours	3	
Weekly hours (Practical)	(3) hr. Class	(36) Total hrs. Workload
Number of Weeks	12	
Lecturer	Bilal Ibrahim Muhammed	Mob
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Lecturer (Practical)	Nashwan Abdulla Husain	
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Course Book

<p>Course Description</p>	<p>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.</p> <p>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.</p> <p>The course is covered the Home tab, Insert tab, Design tab, Animation tab, Slide show tab and View tab in Microsoft office PowerPoint.</p> <p>The course is covered the Home tab, Insert tab, Page Layout tab, Formulas tab, Data tab and View tab in Microsoft office Excel.</p> <p>The course is explained meaning the internet and E-mail. How to browse, search web pages, create and use E-mail.</p>			
<p>Course objectives</p>	<p>The course is intended as an introduction to computer skills. The formal objective of the course is to give exposure to the research areas of computer science and the core problems in the field; while preparing students for the knowledge needs of more future courses. We hope to achieve this goal by presenting higher level concepts in lecture and computer practices in the lab. This exposure comes from learning the basics principles of computer sciences. This course, using both lecture and laboratory practice to introduces students to basic computer concepts in hardware, software, networking, computer security to teach students techniques of searching information on the net.</p>			
<p>Student's obligation</p>	<p>Attending at lectures and exercises. Home works Quizzes Team work projects Exams</p>			
<p>Evaluation</p>	<p>Task</p>	<p>Weight (Marks)</p>	<p>Due Week</p>	<p>Relevant Learning Outcome</p>
	<p>Paper Review</p>			
	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Assignments</p>	<p>Homework</p>	<p>%10</p>	
		<p>Class Activity</p>	<p>%2</p>	
		<p>Report</p>	<p>%8</p>	
		<p>Seminar</p>	<p>%8</p>	
		<p>Essay</p>		
	<p>Project</p>			
	<p>Quiz</p>	<p>%8</p>		
	<p>Lab</p>			
	<p>Midterm Exam (Practice)</p>	<p>%24</p>		
	<p>Final Exam (Practice)</p>	<p>%40</p>		
	<p>Total</p>	<p>%100</p>		

Required Learning Materials	Computer and MS Office software Data show	
Specific learning outcome	By the end of this course, students will be able to: 1. Identify and operate basic computer hardware and software . 2. Navigate the Windows operating system. 3. Customize system settings and user preferences. 4. Perform basic troubleshooting tasks . 5. Apply security practices . 6. Create, edit, and format documents . 7. Use advanced Word features . 8. Share and collaborate on documents . 9. Design visually appealing PowerPoint presentations. 10. Demonstrate integrated digital skills .	
Course Reference	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 https://techeye.org/in/system/windows https://site-dahen.blogspot.com/2016/07/blog-post_31.html https://en.wikipedia.org/wiki/Computr https://www.youtube.com/watch?v=m-S5UMp4UIk https://www.youtube.com/playlist?list=PLNaIP_PtRodUrzJMSyO-QYsEpoqPrzC5c	
Practical Topics	Week	Learning Outcome
Introduction to Win10	1	
Make a new folder, Rename, Move, Copy and Delete	2	
Explore the taskbar of Windows	3	
Set the wall paper and screen saver	4	
Implement the various well-known features of Windows operating system such as Notepad, WordPad, Paint, System tools, Entertainment etc.	5	
Implement various display properties by right clicking on the Windows Desktop	6	
Make a word document	7	
Home, Insert, Draw, Design	8	
Table Design, Layout	9	
Power Point	10	
Make an Excel document	11	
Insert, Formulas, Data	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

Which extension is used for PowerPoint presentations?

- A. doc B. dwg C. wav D. ppt

One Megabyte equals to:

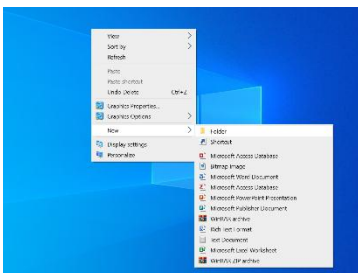
- A. 1000 Kbyte B. 1024 Kbyte C. 1000 Kbit D. 1024 Kbit

Software is stored on storage devices in a special container called.

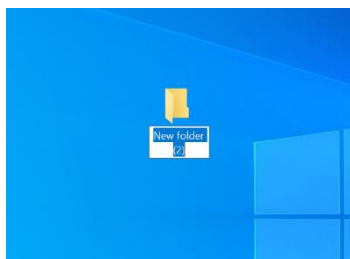
- A. Icon B. File C. DVD D. CD

- How to create a folder?

Right-click on the disk top



open a new folder



Ctrl+ Shift

