Module (Course Syllabus) Catalogue

2023-2024

College/ Institute	**Erbil Medicine Technical College**
Department	**Information system Engineering**
Module Name	**International computer driving license**
Module Code	**ICD104**
Degree	**Technical Diploma** ☐ **Bachler** ☐ **High Diploma** ☐ **Master** ☑ **PhD** ☐
Semester	**First**
Qualification	➢ **Ph.D computer systems complexes, and networks**
Scientific Title	**Ass.Prof.Dr**
ECTS (Credits)	**4**
Module type	**Prerequisite** ☑ **Core** ☐ **Assist.** ☐
Weekly hours	**3**	
Weekly hours (Theory)	**(2)hr Class**	**(2)Total hrs Workload**
Weekly hours (Practical)	**(0)hr Class**	**(0)Total hrs Workload**
Number of Weeks	**15**
Lecturer (Theory)	**Dr Bzar Khidir hussan**
E-Mail & Mobile NO.	**Bzar.hussan@epu.edu.iq 07504648672**
Lecturer (Practical)	**---**
E-Mail & Mobile NO.	**----**
Websites	

Course Book

Course Description	To achieve full ICDL accreditation, students must complete five core modules, this course provides opportunities for MSc. students to improve digital skills and competencies that are necessary while using a computer and other computer applications and basic computer applications. You will create your ICDL modules that are most relevant to their educational and professional requirements. ICDL offers you the skills that you need to succeed whether you are working and at a University
Course objectives	1. **Increase productivity:** This course helps individuals become more productive because they are able to use computers and software more effectively. 2. **Establish greater confidence:** Individuals with ICDL Base certificates are more confident in their ability to use computers and software. 3. **Enhance Computer Proficiency:** This course provides comprehensive training on fundamental computer skills. This knowledge equips individuals with essential skills that are widely used in various professional settings.
Student's obligation	I expect the student to come to class, and study the materials for textbook exams. It is the student's responsibility to check what we covered in class and the announcements during class if he or she did not attend. The best way of learning an ICSL is by practicing it. The course is very time demanding. if you have any problem with your study, do not hesitate to ask questions in the lecture. You are encouraged to discuss problems with others and to work them out on the whiteboard.
Required Learning Materials	**A. Software \ ICDL** 1. PowerPoint slides for theoretical lectures. **B. Hardware** 1. Laptop and Computers. 2. Projector (Data Show). 3. White board.

	Task	Weight (Marks)	Due Week	Relevant Learning Outcome
Evaluation	Midterm	20		
	Seminar	20		
	Quiz	10		
	Final Exam	%50		
	Total	**%100**		

Specific learning outcome:	1. Understand computer concepts around hardware and software. 2. Create and present documents, spreadsheets, presentations, and database 3. Protect their computer systems and data from security threats. 4. Work effectively with others online. 5. Use emerging technologies to solve problems and improve productivity. **6.** Understand Computer Networks, Internet, and communications.
Course References:	A. **Main references (Books):** 1. Book:[Andrews,_Jean;_Dark,_Joy;_West,_Author_of_CompTIA 2. Book: Complete A+ Guide to IT Hardware and Software AA CompTIA A+ Core 1 (220-1001) CompTIA A+ Core 2 (220-1002) Textbook by Cheryl Schmidt 3. ICDL Exam Cram 2 by Mike Gunderloy, Susan Harkins 4. Bointon,L.& Bourke,A.(2012) *Training for ICDL(International Computer Driving License):SYLLBUS 5.0 ICDL APPROVED,A practical course in Windows 7 & Office 2010*.1st edu. Blackrock Education Centre: Dublin, Ireland. **5.** Jamil A., Hashem, M. & Hamdi,A. (2014) *Computer Skills: ICDL5*. 4th edu. Darwael Publictions:Amman, Jordan**.** B. **Useful Online and book references:** **1.** http://www.icdlasia.org 2. https://icdleurope.org/ **3.** http://www.aspbooks.com/download/download.aspx

Course topics (Theory)	Week	Learning Outcome
Computer Essentials: • Computers and devices • Peripheral devices Input, Outputs • Operating system Windows • Desktop, Icons, Settings • Efficiently Managing files and folders • Computer Networks • Web Browsing • Web-based Information (Search)	4 weeks	• Understand key concepts relating to ICT, computers, devices and software. • Start up and shut down a computer • Work effectively on the computer desktop using icons, windows • Adjust the main operating system settings and use built-in help features • Create a simple document and print an output • Know about the main concepts of file management and be able to efficiently organise files and folders • Understand key storage concepts and use utility software to compress and extract large files • Understand network concepts and connection options and be able to connect to a network • Understand the importance of protecting data and devices from malware, and the importance of backing up data • Recognise considerations relating to green IT, accessibility, and user health

Word Processing: • Using the Application • Document Creation • Formatting • Objects (Table Creation, formatting and Graphical objects). • Preparing pages for review paper. • Preparing Outputs(Setup and Printing) Endnote	2 weeks	• Work with documents and save them in different file formats • Choose built-in options, such as the Help function, to enhance productivity • Create and edit small-sized word processing documents that will be ready to share and distribute • Apply different formats to documents to enhance them before distribution; recognise good practice in choosing the appropriate formatting options • Insert tables, images, and drawn objects into documents • Prepare documents for mail merge operations • Adjust document page settings • Check and correct spelling before finally printing documents
Excel: • Working with Spreadsheets • Enhancing Productivity • Insert, Select • Edit, Sort • Copy, Move, Delete • Rows and Columns • Worksheets • **Formulas and Functions** • Arithmetic Formulas • Numbers/Dates • Contents • Alignment, *Border Effects* • Create Charts • Edit Prepare outputs • Setup Check and Print	3 weeks	• Work with spreadsheets and save them in different file formats • Choose built-in options, such as the Help function, within the application to enhance productivity • Enter data into cells; use good practice in creating lists • Select, sort and copy, move and delete data • Edit rows and columns in a worksheet • Copy, move, delete, and appropriately rename worksheets • Create mathematical and logical formulas using standard spreadsheet functions; use good practice in formula creation; recognize error values in formulas • Format numbers and text content in a spreadsheet • Choose, create, and format charts to communicate information meaningfully • Adjust spreadsheet page settings • Check and correct spreadsheet content before finally printing spreadsheets
Database: • Exploring Access • Creating a Database • Populating a Database • Simplifying Data Entry by Using Forms	2 weeks	• Understand what a database is and how it is organised and operated • Create a simple database and view the database content in various modes • Create a table; define and modify fields and their properties; enter and edit data in a table

• Locating Specifi c Information • Working with Reports • Securing and Sharing Information Tables store your data in your database • Queries ask questions about information stored in your tables • Forms allow you to view data stored in your tables • Reports allow you to print data based on queries/tables that you have created		• Sort and filter a table or form; create, modify and run queries to retrieve specific information from a database • Understand what a form is; create a form to enter, modify, and delete records and data in records • Create routine reports and prepare outputs ready for distribution

Presentation (PowerPoint):
  • Presentation Planning
  • Slide Masters and Templates
  • Graphical Objects
  • Charts and Diagrams
 	
Managing Presentations: Custom Shows, Slide Show Settings and Slide Show Control
	2 weeks	• Work with presentations and save them in different file formats
		• Choose built-in options, such as the Help function, within the application to enhance productivity
		• Understand different presentation views and when to use them; choose different slide layouts and designs
		• Enter, edit, and format text in presentations
		• Recognise good practice in applying unique titles to slides
		• Choose, create, and format charts to communicate information meaningfully
		• Insert and edit pictures, images, and drawn objects
		• Apply animation and transition effects to presentations
		• Check and correct presentation content before finally printing and giving presentations

Practical Topics	**Week**	**Learning Outcome**
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18. Examinations:

Multiple choices Questions(It is English ICDL module):

1. Multiple choice testing: is an efficient and effective way to assess a wide range of knowledge, skills, attitudes and abilities. When done well, it allows broad and even deep coverage of content in a relatively efficient way.
2. Such a test usually consists of a number of items that pose a question to which students must select an answer from among a number of choices. Items can also be statements to which students must find the best completion. Multiple-choice items, therefore, are fundamentally recognition tasks, where students must identify the correct response.

   A. <u>**One of My exams sample(Each exam consists of 14-20 questions/ theoretical):**</u>

1. **Ports are:**
   A. Speed of computer.
   B. A Screen Reader.
   C. They are physical connectors which accept a cable with a specific type of plug.

2. **Which one of the following is the best way to protect your computer from Viruses?**
   A. Always make sure that the operating system is up to date.
   B. Update anti-virus software regularly.
   C. Check E-mail attachments from the viruses.

3. **Which software would you use to search for information in the Internet?**
   A. Word processing software.
   B. Web browser software.
   C. Excel software.

4. **Which would you choose to save a document with a new name for the first time?**
   A. Click Tools, Options, Save.
   B. Click File, Save As.

Click File, Save

Extra notes:

External Evaluator
Peer review :
I found that this course book is easy to learn and beneficial in building reflective learners who took the time to think through their work and monitor their own progress. Very clear sub-titles, good detail in explaining the subjects and good application examples have been presented.

Dr. Sara Raouf Muhamad Amin

Signature:

Dr. bzar khidir
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Phd. Computer systems ,complex and computer networks

College of technical engineering ,
Erbil polytechnic University.

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