

Module (Course Syllabus) Catalogue

2024-2025

College/ Institute	Khabat Technical Institute	
Department	Legal Administration	
Module Name	Computer Essential	
Module Code	COE103	
Degree	Technical Diploma <input checked="" type="checkbox"/>	Bachler <input type="checkbox"/>
	High Diploma <input checked="" type="checkbox"/>	Master <input type="checkbox"/> Ph <input type="checkbox"/>
Semester	First	
Qualification	M.SC	
Scientific Title	Asst. Lecturer	
ECTS (Credits)	4	
Module type	Prerequisite <input type="checkbox"/>	Core <input checked="" type="checkbox"/> Assist <input type="checkbox"/>
Weekly hours	3	
Weekly hours (Practical)	(3) hr Class	(36) Total hrs Workload
Number of Weeks	12	
Lecturer	Dashty Esmahil Omer	
E-Mail & Mobile NO.	Dashty.omer@epu.edu.iq - 07504809248	

<p>Course Description</p>	<p>This course offers a practical introduction to using the Windows operating system and Microsoft Office applications, with a focus on Word and PowerPoint. Over 10 weeks, learners will build a strong foundation in navigating computers, managing files, and creating professional documents and presentations. The course emphasizes hands-on learning and aims to develop everyday digital skills useful for school, work, or personal use.</p>
<p>Course objectives</p>	<p>By the end of the course, students will be able to:</p> <ol style="list-style-type: none"> 1. Recognize and use key parts of a computer system and navigate the Windows interface. 2. Organize and manage files, and customize system settings effectively. 3. Handle basic troubleshooting and apply security features like antivirus and backups. 4. Create, edit, and format documents using Microsoft Word. 5. Use advanced Word tools such as styles, tables, images, and collaboration features. 6. Build dynamic PowerPoint slides with visual and audio elements. 7. Combine skills from Word and PowerPoint in a final presentation project.
<p>Student's obligation</p>	<p>To complete this course successfully, students are required to:</p> <ul style="list-style-type: none"> • Attend all classes and participate in discussions and activities. • Practice skills through weekly tasks and assignments. • Submit coursework by the due dates. • Work with classmates during group activities and peer reviews. • Complete and present a final project using both Word and PowerPoint.

		Examinations			
Evaluation	Task	Weight (Marks)	Due Week	Relevant Learning Outcome	
		Paper Review			
		Assignments	Homework	%10	
			Class Activity	%2	
			Report	%8	
			Seminar	%8	
			Essay		
		Project			
		Quiz	%8		
		Lab			
	Midterm Exam (Practice)	%24			
	Final Exam (Practice)	%40			
	Total	%100			
Required Learning Materials	Computer and MS Office software Data show				
Specific learning outcome	<p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> 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 References

- **Bill Gates and Paul Allen** founded **Microsoft** on **April 4, 1975**, in **Albuquerque, New Mexico**, marking the company's beginnings in microcomputer software
[ebsco.com+6en.wikipedia.org+6theverge.com+6](https://www.ebsco.com+6en.wikipedia.org+6theverge.com+6).
- The company later relocated to **Bellevue, Washington**, in **January 1979**, to better recruit talent
apnews.com+5en.wikipedia.org+5thenationalnews.com+5.
- In **September 1981**, Microsoft initiated its "Interface Manager" project, the precursor to Windows, based in **Redmond, Washington**
theverge.com+5ebsco.com+5en.wikipedia.org+5.
- **Bill Gates** officially announced **Microsoft Windows** on **November 10, 1983**, at **COMDEX/Helmsley Palace Hotel, New York City**
en.wikipedia.org+3wired.com+3ebsco.com+3.
- **Windows 1.0** was eventually released on **November 20, 1985**, from **Redmond, Washington**, as a graphical shell on top of MS-DOS
thenationalnews.com+7wired.com+7en.wikipedia.org+7.
- **Charles Simonyi** and **Richard Brodie**, former Xerox programmers, launched **Multi-Tool Word** (later **Microsoft Word**) on **October 25, 1983**, for **Xenix** (later ported to MS-DOS)
pcworld.com+6en.wikipedia.org+6en.wikipedia.org+6.
- The first **Word for Windows** was released in **1989** in **Redmond, Washington**, delivering WYSIWYG editing under the new GUI
microsoft.com+7en.wikipedia.org+7news.microsoft.com+7.
- **Windows 3.0**, released in **1990**, propelled Microsoft Word into widespread popularity, with users designing documents in a graphical environment
britannica.com.

Week	Topic	Objectives	Key Activities
Week 1	Introduction to Windows OS	- Understand basic computer components and Windows interface.	- Introduction to hardware & software. - Exploring the Start Menu, Taskbar, and Desktop. - File Explorer basics: file/folder management (create, move, copy, delete).
Week 2	File Management and Settings	- Learn to manage files and system settings.	- Navigating Control Panel and Settings. - Installing/uninstalling applications. - File management tools (copy, cut, paste). - Managing user accounts.
Week 3	Advanced Windows Features	- Master window management and virtual desktops.	- Working with multiple windows and virtual desktops. - Search functions. - Basic troubleshooting (task manager, error reporting).
Week 4	Security and Backup in Windows	- Understand file security, backups, and privacy settings.	- Using Windows Security (antivirus, firewall). - Setting up file backup (OneDrive, external drives). - File history and restore options.
Week 5	Introduction to Microsoft Word	- Learn basic Word functions for text formatting and document creation.	- Understanding the Word interface (ribbon, toolbars). - Basic text formatting (font, size, color, alignment). - Saving, opening, and closing documents.

Week 6	Formatting and Working with Tables	<ul style="list-style-type: none"> - Learn to format text, use styles, and insert tables in Word documents. 	<ul style="list-style-type: none"> - Using Styles and Themes. - Inserting tables and images. - Formatting paragraphs, line spacing, and page layout.
Week 7	Advanced Word Features	<ul style="list-style-type: none"> - Master advanced Word features for document management. 	<ul style="list-style-type: none"> - Working with headers, footers, and page numbers. - Using review tools (track changes, comments). - Inserting references and citations.
Week 8	Collaborating in Word	<ul style="list-style-type: none"> - Collaborate with others in Word using comments, track changes, and sharing tools. 	<ul style="list-style-type: none"> - Collaborative editing using OneDrive/Google Drive. - Sharing documents. - Using comments and track changes for group work.
Week 9	Introduction to PowerPoint	<ul style="list-style-type: none"> - Learn to create and design basic PowerPoint presentations. 	<ul style="list-style-type: none"> - PowerPoint interface and design tools. - Adding text, images, and shapes to slides. - Slide transitions and animations.
Week 10	Advanced PowerPoint Features & Final Project	<ul style="list-style-type: none"> - Master advanced features for professional presentations. 	<ul style="list-style-type: none"> - Using multimedia (audio, video) in presentations. - Customizing slide animations and transitions. - Final project: Create and present a PowerPoint presentation (combine Word and PowerPoint skills).

