

Module (Course Syllabus) Catalogue

2021-2023

College/ Institute	Khabat Technical Institute	
Department	Plant Protection	
Module Name	Computer Essential	
Module Code	KHTI-COE103	
Degree	Technical Diploma <input checked="" type="checkbox"/> Bachler <input type="checkbox"/> High Diploma <input type="checkbox"/> Master <input type="checkbox"/> PhD <input type="checkbox"/>	
Semester	First	
Qualification	PhD	
Scientific Title	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 (Theory)	Dawod Rasooli Keya	
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Lecturer (Practical)	Mrs. Amina	
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Websites	www.epu.edu/iq	

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 windows7.</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 2007.</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 2007.</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 2007.</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>This course is designed to:</p> <p>Indicate the names and functions of the Word interface components.</p> <p>Create, edit, save, and print documents to include documents with lists and tables.</p> <p>Format text and to use styles.</p> <p>Add a header and footer to a document.</p> <p>Add a footnote to a document.</p> <p>Add a graphic to a document.</p> <p>Use the Spelling and Grammar Checker as well as Microsoft Help.</p> <p>Manipulate documents using functions such as find and replace; cut, copy, replace.</p>
<p>Student's obligation</p>	<p>1- Attendance of students in classes is necessary, as non-attendance has negative effect on student's perception.</p> <p>2- Writing reports particularly in practical lessons as well as to scientific excursion.</p>
<p>Assessment scheme</p>	<p>16% Mid Term (Practical)</p> <p>4% Quiz</p> <p>40% Assignment (report, paper, homework, seminar...)</p> <p>40% Final Practical</p>
<p>Required Learning Materials</p>	<p>Computer and MS Office software</p> <p>Data show</p>
<p>Specific learning outcome:</p>	<p>How to build self-confidence to do any test.</p> <p>Prepare all requirements before doing the test.</p> <p>Attempting of students to plan for every type of tests. Utilizing precedents to inform land planning and design decisions that create sites, neighbourhoods, and communities that are pedestrian-friendly, environmentally sustainable, and express a strong sense of place;</p>

Course References:	<ol style="list-style-type: none"> 1. A History of Modern Computing, 2. Microsoft Office 2007 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 2007 Computer Books Written by: Vishnu Priya Singh 6. Microsoft Office 2007 (The O'leary) 1st Edition by Timothy O'Leary , Linda O'Leary 	
Practical Topics	Week	Learning Outcome
Create a new folder and do the following:	1	
Make a word document in it.	2	
Make an Excel document in it.	3	
Make a new folder in it	4	
Rename the initial folder	5	
Move the initial folder	6	
Copy the initial folder.	7	
Delete the initial folder	8	
Implement the various well-known features of Windows operating system such as Notepad, WordPad, Paint, System tools, Entertainment etc.	9	
Implement various display properties by right clicking on the Windows Desktop.	10	
Explore the taskbar of Windows.	11	
Set the wall paper and screen saver.	12	
<p>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</p> <p>To apply centre alignment to a paragraph we can press A) Ctrl + S B) Ctrl + C C) Ctrl + C + A D) Ctrl + E</p>		

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

Prepare a file with this content:



Your name company

Item	Description	Quantity	Price \$
Envelope	110 × 220 mm	400	
	220 × 224 mm	200	
	A4 paper	200	
Business card	5 × 90mm design	500	
Notebook	A5, 100 pages	30	
Pocket folder		200	

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Write the comment in cell A1:

$$a^2 + b^2 = c^2$$

$$A = \pi r^2$$

External Evaluator

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