



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 🔳 Bachler		
	High Diploma Master PhD		
Semester	First		
Qualification	PhD		
Scientific Title	Lecturer		
ECTS (Credits)	4		
Module type	Prerequisite Core 🔳 Assist.		
Weekly hours	3		
Weekly hours (Practical)	(3) hr Class (36) Total hrs Workload		
Number of Weeks	12		
Lecturer (Theory)	Dawod Rasooli Keya		
E-Mail & Mobile NO.	<u>dawod.keya@epu.edu.iq</u> Mob.: +9647507964444		
Lecturer (Practical)	Mrs. Amina		
E-Mail & Mobile NO.	+9647504724633		
Websites	www.epu.edu/iq		



Kurdistan Region Government Ministry of Higher Education and Scientific Research Erbil Polytechnic University



Course Book

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. The course is covered the office button commands, home tab, Insert tab, Page Layout tab, View tab, Format tab, Design and Layout tab in Microsof office Word 2007. The course is covered the Home tab, Insert tab, Page Layout tab, Nimet tab, Wiew tab in Microsof office Zee 2007. The course is covered the Home tab, Insert tab, Page Layout tab, Silde show tab and View tab in Microsof office Zee 2007. The course is covered the Home tab, Insert tab, Page Layout tab, Solde show tab and View tab in Microsof office Zee 2007. The course is covered the Home tab, Insert tab, Page Layout tab, Formulas tab, Data tab and View tab in Microsof office Zee 2007. The course is designed to: Indicate the names and functions of the Word interface components. Create, edit, save, and print documents to include documents with lists and tables. Format text and to use styles. Add a header and footer to a document. Add a graphic to a document. Use the Spelling and Grammar Checker as well as Microsoft Help. Manipulate documents using functions such as find and replace; cut, copy, replace.Student's obligation1. Attendance of students in classes is necessary, as non-attendance has negative effect on student's perception. 2. Writing reports particularly in practical lessons as well as to scientific excursion.Required Learning MaterialsComputer and MS Office software Data showDeta showHow to build self-confidence to do any test. Prepare all requirements before doing the test. Attempting of students bo for every type of tests. Utilizing precedents to inform land planning and design decisions that create sites, neighbourhoods, and c				
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		place;		





Course References:	 A History of Modern Computing, Microsoft Office 2007 Step by Step Ubiquitous Computing Fundamentals, From the Foreword, Professor Gregory D. Abowd, Georgia Institute of Technology. Windows Reviewer's Guide A First Look at Windows MS Office 2007 Computer Books Written by: Vishnu Priya Singh 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	

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 Prepare a file with this content: Your name company Erbil Kurdistan region +964 750 899 9999 Write the commend in cell A1: $a^2 + b^2 = c^2$ $A = \pi r^2$ **External Evaluator** Aram Jawdat Agha /Khabat Technical Institute Department of Information Technology aram.shexbzeny@epu.edu.iq 0750 481 28 34