Module (Course Syllabus) Catalogue

2023-2024

Institute	**Khabat Technical**
Department	**Information Technology/ Evening**
Module Name	**Information Technology Fundamentals**
Module Code	**ITF103**
Degree	**Technical Diploma**
Semester	**1ˢᵗ**
Qualification	**Master**
Scientific Title	**Assistant Lecturer**
ECTS (Credits)	**7**
Module type	**Core**
Weekly hours	**5 h**	
Weekly hours (Theory)	**(2) h Class**	**(75) h Workload**
Weekly hours (Practical)	**(3) h Class**	**(114) h Workload**
Number of Weeks	**12**
Lecturer (Theory)	**Mr. Kareem Ibrahim Kareem**
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Lecturer (Practical)	**1. Mr. Kareem Ibrahim Kareem** **2. Hemn Rashad Qadir** **3. Sahd Mohamad Yasin**
E-Mail & Mobile NO.	kareem.kareem@epu.edu.iq **07501114579** **Hemn Rashad Qadir 07504625453**
Websites	https://moodle.epu.edu.iq/course/view.php?id=1401

Course Book

Course Description	**Information Technology (IT)** can be defined as a science that is related to computing technology; such as networking the Internet, database, and programming. The computer is divided into hardware and software sections. IT currently is used in several different sectors for example; management, marketing, military, agriculture, business, and academic sectors.
Course objectives	1. To understand basic concepts of information technology. 2. To demonstrate and understand main hardware components. 3. To show the important roles and functions of software. 4. To know install programs and drivers for several different attachments. 5. Identify the names and distinguishing features of different kinds of input and output devices. 6. To use Microsoft Office 2010 especially (Word, Excel and Power Point).
Student's obligation	1. Students have to attend theoretical and practical lectures to obtain primary information. 2. Students must do quizzes weekly in practice lectures. 3. Students must complete homework, reports, and seminars on time. 4. Obtaining information from theory and practice lectures is the student's duty through several different sources such as (notes during lectures, books, the internet, and journals. 5. Students should deal with institute and university rules and reminders which are relating to teaching staff, administrative staff, exams, and students. 6. Students have to protect and keep computers and other electronic devices in lab and study halls.
Required Learning Materials	1. Theory lectures will be tough by data show in PPT form. 2. Practice lectures will be tough by data show in PPT form, laboratory works, scientific movies and scientific visits. 3. Group working during practice lectures, and in labs.
Assessment scheme	<table><tr><td>**Homework**</td><td>**5**</td></tr><tr><td>**Class Activity**</td><td>2</td></tr><tr><td>**Report, Seminar,**</td><td>10</td></tr><tr><td>**Lab Report and Activates (Practice)**</td><td>10</td></tr><tr><td>**Quiz (Theory + Practice)**</td><td>8</td></tr><tr><td>**Mid-Term Exam (Practice)**</td><td>15</td></tr><tr><td>**Mid-Term Exam (Theory)**</td><td>10</td></tr><tr><td>**Final (Practice)**</td><td>20</td></tr><tr><td>**Final (Theory)**</td><td>20</td></tr><tr><td>**Total grade or mark**</td><td>100</td></tr></table>

Specific Learning Outcome	1. The student has to understand the roles of basic concepts of information technology. 2. The student has to obtain property knowledge about hardware and software. 3. Student ought to be able to install programs and drivers for several different attachments. 4. Student must identify errors and repair simple issues. 5. Student should use windows perfectly. 6. Student must use Microsoft Office 2010 especially (Word, Excel and Power Point).
Course References	1. Mathews Leon, Introduction to Information Technology, 2013. 2. 1. Fundamentals of information technology –International computer driving license test ICDL4. 3. www.youtube.com 4. www.google.com

Weeks	Course topics/ Theory			Learning Outcome
1.	Course Overview and Introduction			1
2.	Hardware	• Information Technology Introduction • Types of Computer • Hardware Definition • The main parts of the computer • Input/output ports		2
3.		• Computer Memory • Types of Memory • Storage Media • Input Devices • Output devices		2
4.	Software	• Operating system • Application Software		2
5.		• Interfaces • Accessibility Options		2
6.	Central Processing Unit			1 and 5
7.	• Secondary Storage • Storage Devices			1 and 5
8.	• Monitor • Printer			1 and 5
9.	• Power Supply			1 and 5
10.	• Computer at Work • Computer and people • Computer Use			1 and 5
11.	• Computer in Hospital • Computer in Education • Computer in Engineering			1 and 5
12.	Computer Formatting Procedure			1 and 5

Weeks	Practical Topics		Learning Outcome
1.	**Windows 10**	• Windows starting, Windows taskbar • Start menu , Pin a Shortcut • Creating Shortcut icon • Control Panel • Date and Time, Region Setting • Volume Setting, Resolution Setting • Screen Colour, Windows Explorer • Navigation bar, Common File Types • Drives Information	1 and 5
2.		• Sort Files, Recycle Bin • Formatting, File Compression • Searching from File & Folder • Notepad & WordPad • Print Screen • Anti-Virus • Installing new Printer • Change the default Printer	1 and 5
3.	**Internet and Network Security**	• Introduction to Internet • Creating Gmail Account, sending, attaching files and receiving files). • Searching via Internet	3 and 6
4.		• Internet Application (Google Products) • Introduction to Network Security • Protection and Security	3 and 6
5.	**Microsoft Word 2010**	• Word Processing • Creating a new document • Inserting text, creating and applying style	3 and 6
6.		• Page Setup, Indentions line & Paragraph, Page Break, Header and Footer. • Creating a number, Creating bulleted, Adding Border around text, Adding Shading around.	3 and 6
7.		• Inserting and Deleting Table (Row and Column) with all properties. • Position and Image format and image switching between files comparing document mailing Merge	3 and 6
8.	**Microsoft Power Point 2010**	• Presentation Power Point Windows. • Zoom Help System Navigation Between Slides • Inserting a new slide Undo and Redo Bulleted slide creating blink Slide.	3 and 6
9.		• Change the layout of a slide. • Themes changes the font type and size color shadow effect.	3 and 6

		• Creating a table, Table Style and Effects, Inserting a Clip Art.	
10.		• Inserts Shapes, SmartArt, Chart, Free Rotation, Flipping a Draw Object. • Align Draw Object, Slider Footer animation effects custom Transitions Effect. • Moving, Copying, Deleting, Hiding, and Showing Slides, Slides Setup, Printing Slides and Templates	3 and 6
11.	**Microsoft Excel 2010**	• Starting Microsoft Excel windows of excel work entering in a worksheet • Book getting help selecting cells inserting Row & Column in to a worksheet. • Deleting and Adjusting Row and Columns. • Move, Deleting, Editing Cell contents with Data Undo and Redo Moving. • Sorting Data searching and Replacing Data.	3 and 6
12.		• Adding border in Cells, formatting the background aligning cell contents. • Basic Functions, Formulas and Filtering of Data. • Worksheet Margins worksheet Header and Footer Scaling worksheet. • How to create a chart with Examples.	3 and 6

Questions Example Design

A. Questions

1. Define the following items?

Motherboard

2. Choose the correct answer?
   It is used to send documents (Email, Printer, RAM)
3. Find the true and false of the following statement:
   A. Computer can have classified of two main parts software and hardware.
   B. The main using of MS-word is drawing a picture.
   C. The security is not important for protecting data
4. List main parts of computer?
5. Match keywords in column A to answers in column B.

A	B
1. Printer	A. It can be used to move cores
2. Scanner	B. It is an external hardware output device that takes the electronic data stored on a computer or other device and generates a hard copy
3. Mouse	C. It is a device that captures images from photographic prints, posters, magazine pages,

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1. A motherboard (also called mainboard, main circuit board, or mobo) is **the main printed circuit board (PCB) in general-purpose computers and other expandable systems.** It holds and allows communication between many of the crucial electronic components of a system, such as the central processing unit (CPU) and memory, and provides connectors for other peripherals

2. Email

3.
   A. True
   B. False
   C. False

4.
   A. Motherboard.
   B. Central Processing Unit (CPU).
   C. Graphics Processing Unit (GPU), also known as a video card.
   D. Random Access Memory (RAM), also known as volatile memory.
   E. Storage: Solid State Drive (SSD) or Hard Disk Drive (HDD)

5.

A	B
1.	B
2.	C
3.	A

Extra notes

External Evaluator