Module (Course Syllabus) Catalogue

2022-2023

College/ Institute	Mergasor technical institute	
Department	Business administration & Technical translation departments	
Module Name	Computer essentials	
Module Code	COE103	
Degree	Technical Diploma ✚ Bachler ☐ High Diploma ☐ Master ☐ PhD ☐	
Semester	First semester	
Qualification	Software engineering	
Scientific Title	Assist lecturer	
ECTS (Credits)	4	
Module type	Prerequisite ✚ Core ☐ Assist. ☐	
Weekly hours	3 Hours	
Weekly hours (Theory)	(0)hr Class	( )Total hrs Workload
Weekly hours (Practical)	(3)hr Class	(100)Total hrs Workload
Number of Weeks	16	
Lecturer (Theory)	Karez Abdulwahhab Hamad	
E-Mail & Mobile NO.	karez.hamad@epu.edu.iq & 0750 4837381	
Lecturer (Practical)	Karez Abdulwahhab Hamad	
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Websites	https://epu.edu.iq/	

Course Book

Course Description	Computer is an advanced electronic device that takes raw data as input from the user and processes it under the control of set of instructions (called program), gives the result (output), and saves it for the future use. This course introduces a foundational understanding of computer hardware, software, operating systems, peripherals, concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, software, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role, function of computers, and use the computer to solve problems.
Course objectives	The main points that's concludes the aim of this module includes the following points: • Give students an in-depth understanding of why computers are essential components in business, education, society, Healthcare and all aspects of our daily live. • Understand and distinguish between hardware & software. • Identify parts of a computer and its peripheral devices. • Identify and understand storage devices and memory. • Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and security issues. • Provide hands-on use of Microsoft windows and Microsoft Office applications Word, Excel, PowerPoint and access. • Understand the term computer virus. • Tips to avoid viruses and lessen their impact. • Learn more about network, Internet, web and Google search
Student's obligation	• Student attendance in the class and exams. Attendance is required and will be taken at the beginning of each class. If a student miss a class, it is his/her responsibility to contact me to get his/her assignments. • Students are required to attend class activities. • Students should take their homework properly and submit home works to the course module.

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Preparing a report and Present it.
Students are required to do a project after learning any software provided by lecturer.
Students should be prepare for taking quizzes for the previous lecture.

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<tr><td>Required Learning Materials</td><td colspan="5">
Required texts

P.K Sinha &Priti Sinha, Computer Fundamentals, 6th edition, BPB Publications.
Introducing Windows 10 for IT Professionals, Preview Edition Kindle Edition by Ed Bott, 2015.
ECDL MS Word processing.
ECDL MS PowerPoint.
ECDL MS Excel.
ECDL MS Access.

Recommended texts

Computing Essentials 2008 Introductory Edition (O'Leary Series) 19th Edition.
Fundamentals of computers by v. rajaraman, neeharikaadabala, sixth edition, 2014.

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<tr><td rowspan="8">Evaluation</td><td colspan="2">Task</td><td>Weight (Marks)</td><td>Due Week</td><td>Relevant Learning Outcome</td></tr>
<tr><td colspan="2">Paper Review</td><td></td><td></td><td></td></tr>
<tr><td rowspan="5">Assignments</td><td>Homework</td><td>6</td><td>4 to 12</td><td>Help students to get in deeper understand what has been discussed in the previous lecture</td></tr>
<tr><td>Class Activity</td><td>5</td><td>1 to 15</td><td>This leads students to carefully focus on the lectures provides by instructor</td></tr>
<tr><td>Report & Seminar</td><td>10</td><td>4</td><td>Help Students becoming good public speakers.</td></tr>
<tr><td>Essay</td><td></td><td></td><td></td></tr>
<tr><td>Project</td><td>10</td><td>10 to 15</td><td>This assessment helps students to keep in touch with</td></tr>
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					the teacher for what has been discussed in the previous lectures and helps students search and learn themselves for the new applications and new options or features within any application
	Quiz		5	1 to 15	Became familiar with final and mid-term exam questions.
	Lab.				
	Midterm Exam (Theory and Practical)		24	7	
	Final Exam		40		
	Total		100		
Specific learning outcome:	Upon completion of this course: • The student will be able to apply technical knowledge and perform specific technical skills, including: Describe the usage of computers and why computers are essential components in business, society, healthcare and all fields of our world! • Student will develop a vocabulary of key terms related to the computer and to software program menus. • Students will learn completely about useful windows features. • Students will learn completely about how to use Microsoft office well-known applications (word-processing, multimedia presentations, spread sheets, and Microsoft access). • Students will learn how to browse to the internet and use Google search tips, networking aspects and general mechanisms for protection from viruses and attacks.				
Course References:	**ECDL/ICDL (European/International Certificate of Digital Literacy)**				

Course topics (Theory) and (Practical)	Week	Learning Outcome
• Course module description. • Introduction to computer Fundamentals • Windows tutorial • Lecture revision (What discussed)	W1	• What is computer? • How computer works? • Data processing. • Characteristics of computers. • General overview of windows, installation categories (upgrade & Clean Installation), getting started, GUI basics. • Windows Start menu & Taskbar (pin & Unpin Applications, Notification area.
• Previous lecture revision. • Introduction to computer Fundamentals (Cont.) • Windows tutorial (Cont.) • Lecture revision	W2	• Components of a computer • Computer Application in society • Categories of computers, Advantage & Disadvantage of computer. • Windows navigation (Start menu, file explorer, virtual desktops). • Windows Users management & Security.
• Previous lecture revision. • Basic Computer Organization. • Windows tutorial (Cont.) • Lecture revision	W3	• Basic operations performed by computers. • Basic organization of computers. • Input unit • Output unit • Storage unit • Windows Applications & Web browsing & Networking & keyboard Shortcuts. • Windows System restore & Shortcuts.
• Previous lecture revision. • Students' presentations+ feedback. • Basic Computer Organization (Cont.). • Microsoft Word processing • Lecture revision	W4	• Types of storage • CPU (Central Processing unit) • Arithmetic logic unit (ALU) • Control Unit (CU) • Microsoft word (File) Tab.
• Previous lecture revision. • Students' presentations+ feedback.	W5	• Components of the system units or case unit with their description. • The motherboard.

• The system units • Microsoft Word processing (Cont.) • Lecture revision		• How CPU works. • CPU Storage area (registers). • The system clocks. • CPU chip manufactures. • Microsoft word (Home) Tab.
• Previous lecture revision. • Students' presentations+ feedback. • The system units (Cont.) • Microsoft Word processing (Cont.) • Lecture revision	W6	• Computer memory. • Memory Sizes. • Types of memory. • RAM • RAM Slots. • ROM • Types of ROM • Microsoft Word (Design & layout) Tab.
Mid-term exam	W7	
• Previous lecture revision. • Students' presentations+ feedback. • The system units (Cont.) • Microsoft Word processing (Cont.) • Lecture revision	W8	• Expansion Slots and Adapter cards. • Serial & Parallel Ports. • USB & USB Hub Ports. • Ports and connecters. • Power Supply. • Microsoft Word (Reference & Review & View & Help) Tab.
• Previous lecture revision. • Students' presentations+ feedback. • Computer Software • Microsoft PowerPoint • Lecture revision	W9	• What are main differences between software &hardware? • What is computer software? • Types of software (System, application, Open source & Proprietary) • File & Home Menu (PowerPoint Options, Save As options, Slide options, Fonts, Paragraph, Drawing and Editing).
• Previous lecture revision. • Students' presentations+ feedback. • Computer Viruses & Anti-Virus Software • Microsoft PowerPoint (Cont.) • Lecture revision	W10	• What is Computer Virus? • Types of Computer Virus. • Signs of an infected computer by viruses. • Insert & Design Menu (Tables, Illustrations, Links, text, Media clips, page setup, Themes and background).

• Previous lecture revision. • Computer Viruses & Anti-Virus Software (Cont.) • Microsoft PowerPoint (Cont.) • Lecture revision	W11	• What is Anti-virus software? • Well known Anti-virus software. • How to protect your computer? • Animation, Slide Show, Review and View menus.
• Previous lecture revision. • Students' presentations+ feedback. • Email Usages (Th&Pr) • Lecture revision	W12	• What is E mail? • Choosing an email provider! • Setting up your account! • Sign up to Gmail. • Writing emails. • Parts of an email. • Draft, inbox, deleted messages. • Privacy, viruses and spam. • Chatting.
• Previous lecture revision. • Web Browsers Applications. • An overview of MS Excel. • Lecture revision	W13	• Google Chrome • Mozilla Firefox. • Microsoft internet explorer. • Opera. • Vivaldi. • Apple's Safari. • An overview of useful Excel Functions.
• Revision of What has been Studied	W14	• Revision: revising the materials students have questions on. • Exam question types will be explained.
Preparation	W15	
Final Exam	W16	

Questions Example Design

1. Compositional:

What is output device? Write five examples of output devices?

Answer: Part1
An output device is any piece of computer hardware equipment used to communicate the results of data processing carried out by an information processing system (such as a computer) which converts the electronically generated information into human-readable form.
Examples

(Monitor, Printers (all types), Plotters, Speaker(s), and Projector).

2. True or false type of exams:

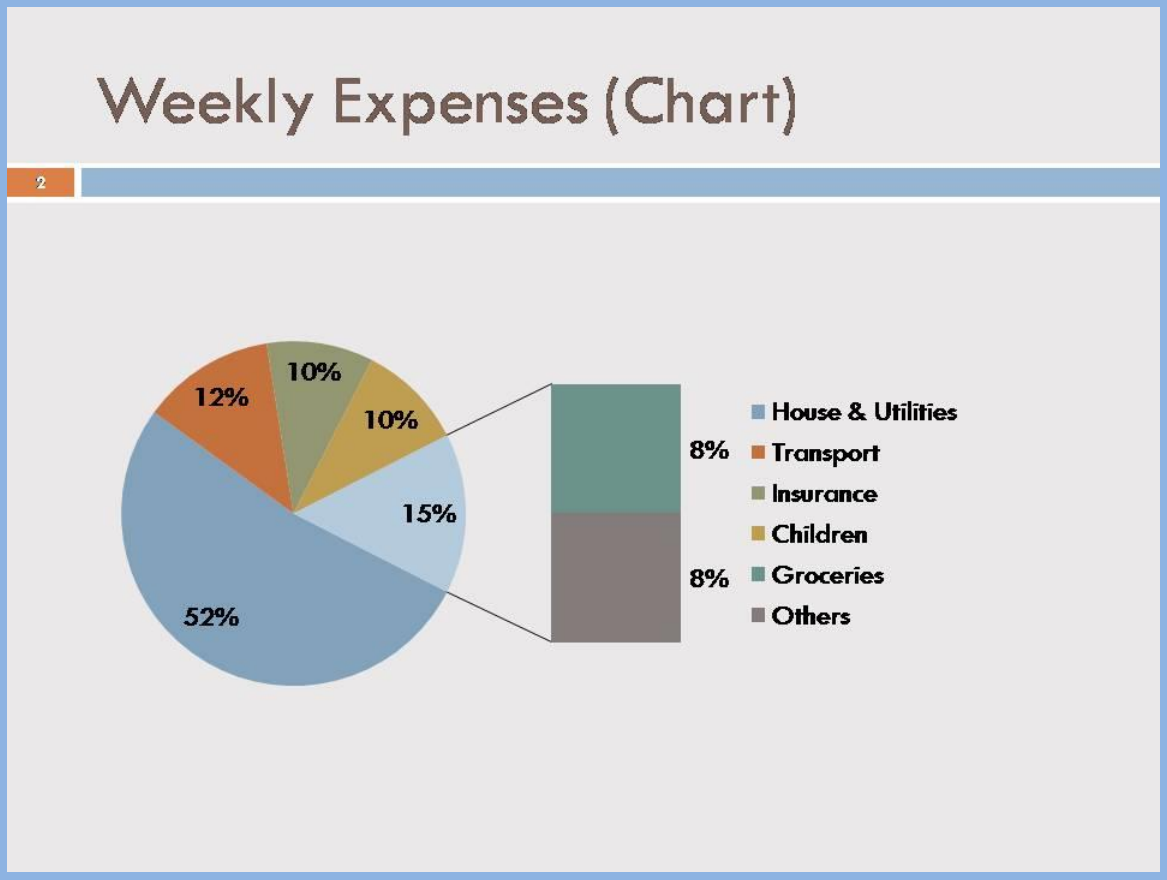
(RAM) stands for Read any Memory? True or false?
The answer is false, it stands for random access memory.

3. Multiple choices:

The speed of CPU is measured by ……?
(Byte, Kilobyte, **Hertz**, Megabyte)

3. Practical Questions:

Create the following slide in Microsoft PowerPoint with the same content and format?



Create a Microsoft word file and write down or create the following content with the same format as appears?

Students Information					
no	Name		Age	Mobile No	Address
	First Name	Last Name			
1	Nawzad	Azad	25	+996412578	Soran
2	Ali	Ahmed	24	+993258741	Choman

3	Kurdistan	Kurdo	26	+996215879	Mergasor
4	Mardin	Kamaran	22	+993222525	Rwandz

Sporting Equipments needs for the competition:

1. Baseball
    a) Baseball Glove
    b) Baseballs
    c) Bats
2. Basketball
    a) Basketballs

Extra notes: