Module (Course Syllabus) Catalogue

2022-2023

College/ Institute	Erbil Technical Administration College
Department	Accounting
Module Name	Computer Essentials
Module Code	COE103
Degree	Technical Diploma ☐ Bachler ☐ High Diploma ☐ Master [*] PhD ☐
Semester	First Semester
Qualification	MSc in Computer Science
Scientific Title	Lecturer Assistant
ECTS (Credits)	4
Module type	Request [*] Core ☐ Assist. ☐
Weekly hours	
Weekly hours (Theory)	(0)hr Class (0)Total hrs Workload
Weekly hours (Practical)	(3)hr Class (100)Total hrs Workload
Number of Weeks	12
Lecturer (Theory)	
E-Mail & Mobile NO.	
Lecturer (Practical)	Nahla Arabi Hamdo
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Websites	Erbil poly Technique (epu.edu.iq)

Course Book

Course Description	An overview of the computer field and its typical applications. Covers key terminology components of computer hardware, software, input device, Output device and operating systems. The most important topics is explanation of the major feature of windows 10 and the difference between widows 10 and previous windows. Other topics include a Micro Soft Office application which is word processing and explain the important and commonly used commands to type a document.
Course objectives	*At the completion of this course the student should be able to:* • Explain the importance of computer literacy. • Define the term computer. • Identify the essential components of a computer system. • Differentiate between types of computer systems and their uses. • Major feature of windows 10. • Difference between windows10 and the pervious. • Identify the properties of the tile. • Properties of task bar. • Properties of file options. Demonstrate use of Micro Soft office application: Explain word processing program and its important command to type a document.
Student's obligation	The students must attend and completion of all tests, exams, seminar, reports, essay, project, quizzes and homework's.
Required Learning Materials	• Computer Lab and each student must be having its own computer. • Data Shaw

		Task	Weight (Marks)	Due Week	Relevant Learning Outcome
Evaluation		Paper Review			
	Assignments	Homework	10%	1	They perfect the topic .
		Class Activity	2%		They understand the topic.
		Report	8%	2	They get more information about the topic.

	Seminar	8%	1	They become more confident in public speaking.
	Essay	-		They improve their writing skill.
	Project	-		They become more creative.
	Quiz	8%		Learn how to solve question of the topic.
	Lab.			
	Midterm Exam	60%		
	Final Exam	40%		
	Total	100%		

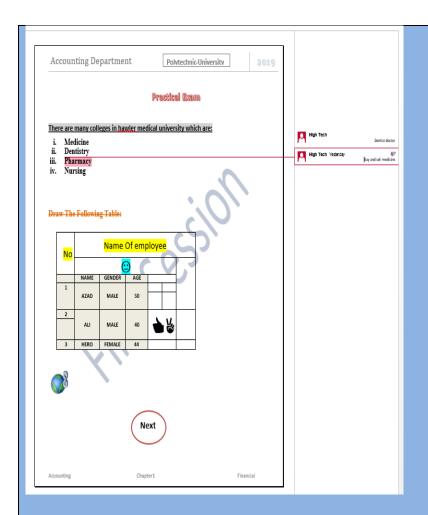|	
Specific learning outcome:	The benefit is to make the student familiar to use a computer and how to use the interface of windows 10 efficiency. Also, the student will be effective in using Microsoft word 2013.
Course References:	- http://www.homeandlearn.co.uk/word2007_2010/s1p1.html - Training for ICDL. - Using many site and reference by internet searching.

Practical Topics	Week	Learning Outcome
Introduction to computer	1	Definition computer, data, information and Advantages of computer.
• Component of computer • Seminars. • Quiz.	2	Hardware ,Software ,Input and ,Output device, and Operating system
• Introduction to windows10 • Seminars	3	Interface of window, Difference between windows10 and other windows.
• Explore the start screen. • Seminars. • Quiz	4	Rearrange the tiles, create a group of tile, Open and close the tile, Show all the applications at once

• Explore task bar. • Seminars	5	Taskbar definition, properties. And its applications.
• How to deal with desktop components. • Seminars	6	Configure, create, and delete folder and file. Create a tree of folders and files.
• Introduction to Microsoft office word 2013. • Seminars • Quiz	7	Explain the interface of Microsoft word.
• Explore Ribbon and explain file tab. • Seminars	8	Explain all the commands of file tab
• Explore Home tab • seminars	9	Explain all the panels and its commands.
• Explore insert tab • Seminars • Quiz	10	Explain the most important commands in it.
• Explore design tab. • Seminars	11	Explain the most important commands in it
• Microsoft office power point. • Seminars	12	Explain simple and essential points.

Questions Example Design
Questions Example Design

Q1: Draw the following tree:

Desktop

APPS   word1

Ppp1.ppt   wod.doc

Accounting Department | Polytechnic-University | 2019

Practical Exam

There are many colleges in hawler medical university which are:

i. Medicine
ii. Dentistry
iii. Pharmacy
iv. Nursing

Draw The Following Table:

No	Name Of employee			
	NAME	GENDER	AGE	
1	AZAD	MALE	50	
2	ALI	MALE	40	
3	HERO	FEMALE	44	

High Tech   Dentist doctor

High Tech   Yesterday   buy and sell medicine

(Next)

Accounting   Chapter1   Financial

Extra notes: In addition to students giving seminar, I will give them comments and questions about their seminars.

External Evaluator: The course book reviewed by: Dr. Arshad sedeeq, Ph.D in Accounting and Financial Management Department of Accounting Techniques, Erbil Technical Administrative College, Erbil Polytechnic University, Erbil Iraq.
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