

Course Book

Course Description	The Computer Essentials module teaches the basics of using a computer. This course runs 14 weeks including Mid Term and Final Exam and is designed for students with no computer experience, sets out essential concepts and skills relating to the use of devices, file creation and management, networks, and data security. There is a range of essentials skills and knowledge that everyone who uses technology should possess. You will learn to use Windows 10 on the PC-compatible computers as well as MS Office 2010.				
Course objectives	Computer Essentials module will help you improve your knowledge and competence in using the common functions of a personal computer and its operating system. Computer Essentials covers how to adjust main settings, using the built-in help features and dealing with non-responding applications. The module will also cover how to effectively operate within the desktop environment and work with desktop icons and windows, how to manage and organise files and directories/folders, alongside how to duplicate, move and delete files and directories/folders and compress/extract the files. You will also improve understanding of what a computer virus is and be able to use virus-scanning software. You'll learn everything you need to know to create and format documents, and use Word's advanced features. Each lesson in this course contains step-by-step instructions and screenshots that make learning easy.				
Student's obligation	The students are obliged to attend the lab sessions. Throughout the course students will be tested through quizzes, assignments, lab tests.				
Required Learning Materials	Desktop, Laptop, Data show.				
Evaluation	Task	Weight (Marks)	Due Week	Relevant Learning Outcome	
	Paper Review				
	Assignments	Homework	10%		
		Class Activity	2%		
		Report	8%		
		Seminar			
		Essay			
	Project	8%			
Quiz	8%				

	Lab.			
	Midterm Exam	24%		
	Final Exam	40%		
	Total	100		
Specific learning outcome:	<p>1-Student will develop a vocabulary of key terms related to the computer and to software program menus</p> <p>2- Student will be able to identify the components of a personal computer system</p> <p>3- Student will be able to demonstrate mouse and keyboard functions</p> <p>4- Student will be able to demonstrate window and menu commands and how they are used</p> <p>5- Student will be able to demonstrate how to organize files and documents on a USB/hard drive</p> <p>6- Student will be able to navigate and search through the internet.</p>			
Course References:	<p>https://www.researchgate.net/publication/305474792_Defining_Terms_Data_Information_and_Knowledge</p> <p>https://en.wikipedia.org/wiki/Network_security</p> <p>http://www.sarv.ce/ftp/henn/Excel/Step/MS%20Excel%202010%20Step%20by%20step.pdf</p>			
Course topics (Theory)		Week	Learning Outcome	

Practical Topics	Week	Learning Outcome
Data types in computer	1-2	Introduce to Data and information in computer science, Explain data types in computer
Internet and Network Security	3-5	introduction internet, introduction to E-mailing system, searching via internet, internet application (Google product), introduction to network security, protection and security
Microsoft Word 2010	6-10	learn how to starting work on Microsoft Excel Windows of excel work entering in a worksheet, selecting cells and inserting row and column into a worksheet, deleting and adjusting rows and columns, move, deleting, editing cell contents with data undo and redo moving,

		<p> sorting data searching and replacing data, adding border in cells formatting the background aligning cell contents, basic functions formulas and filtering of data, worksheet margin, worksheet Heather and footer, scaling worksheet, how to create a chart with examples. </p>
<p>Microsoft PowerPoint</p>	<p>11-12</p>	<p> Introducing to presentation PowerPoint Windows, zoom help system, navigation between slides, inserting new slide, undo and redo, bulleted slide, creating blink slide, change the layout of a slide, themes changes the font type and size, colour shadow effect, creating a table, Table style and effects, inserting a clip art, insert shapes, smart art, chart, moving, coping, deleting, hiding and showing slides setup, printing slides and templates. </p>

Questions Example Design

Q1/ How many cells contain the number (50)?

Item	Amount
Bread	50
Donuts	100
Cookies	40
Cakes	50
Pies	20

Extra notes:

External Evaluator