Module (Computer Essentials) Catalogue

2023-2024

College	Erbil Technical Engineering College
Department	Technical Mechanical and Energy Engineering Department
Module Name	Computer Essentials
Module Code	COE103
Degree	Technical Diploma ☐ Bachelor ■ High Diploma ☐ Master ☐ PhD ☐
Semester	1
Qualification	Master Degree
Scientific Title	Assistant Lecturer
ECTS (Credits)	4
Module type	Prerequisite ☐ Core ☐ Assist. ■
Weekly hours	3 hours
Weekly hours (Theory)	(0) hr Class	(0) Total hrs Workload
Weekly hours (Practical)	(3) hr Class	(36) Total hrs Workload
Number of Weeks	12 weeks
Lecturer (Theory)	
E-Mail & Mobile NO.	
Lecturer (Practical)	Mrs. sheelan Fareeq Abdulwahab
E-Mail & Mobile NO.	*sheelan.abdulwahab@epu.edu.iq*
Websites	

Course Book

Course Description	This course is designed to helps student master beginning and advanced skills in the areas of word processing, PowerPoint, spread sheet applications. Course covered Computer Essentials, students study Microsoft office application programs (Word, PowerPoint and Excel), these application programs are essential tools to an engineer in all fields. Face to face hours will be enough to the student to learn how they use all commands in these programs. Practical hours will be helpful to the students to get good training on all commands that they studied in any program application that they studied every lecture. All these practice works, the student done on computer in computer laboratory in Mechanical and energy engineering department.
Course objectives	• Ability of students to use office programs properly and professionally. • Use word processing software to create, edit and format documents. • Use spread sheet software to calculate, organize, edit and present numerical data. • Use presentation software to create, edit, and enhance presentations.
Student's obligation	• Attendance in the all lectures. • Several quizzes and assignment. • Attendance at midterm and final Exams in end of the course.
Required Learning Materials	• Lecture halls Using data show, white board and PowerPoint, computer laboratory. • Publish all lecture notes in college website.

		Task	Weight (Marks)	Due Week	Relevant Learning Outcome
Evaluation	Assignments	Homework-1	5%	Week 3	
		Homework-2	5%	Week 5	
		Report	8%	Week 6	
		Seminar	8%	Week 8	
		Class Activity	2%		
	Quiz		8%		
	Midterm Exam		24%		

	Final Exam	40%		
	Total	100%		

Specific learning outcome:	1. Introduce operation system (Windows) 2. Introduce Microsoft Office Package Programs. 3. Study full commands in Microsoft Word. 4. Study full commands in Microsoft PowerPoint. 5. Study full commands in Microsoft Excel.
Course References:	• Microsoft Office Professional 2010, by Joyce Cox, Joan Lambert, and Curits Frye • Magazines and review (internet), • Microsoft Word 2010 Essential Training.

Course topics (Theory)	**Week**	**Learning Outcome**

Practical Topics	**Week**	**Learning Outcome**
Using moderate skills in windows	1	1
Introduction to Microsoft Office package programs	2	2
File and Home Tab with all its commands	3	3
Insert Tab with all its commands	4	3
Page layout tab with all its commands	5	3
Reference tab with all its commands	6	3
Mailing, reviewing and View tabs with all its commands	7	3
File, home, insert, design tabs with all its commands	8	4
Transition, animation, slide show, view and review tabs with its commands	9	4
Excel interface, file, home, insert and page layout tabs with its commands	10	5
Formula, data, view, review tabs with its commands	11	5
Using moderate skills in Excel	12	5

Questions Example Design

Q 1 / Define the following briefly

1. Computer

2. Operation system windows seven

3. Microsoft Word

4. Microsoft PowerPoint

Q 2 / what is the difference between each of the following?

5. Folder and File

6. Promote and demote

7. Cut and Copy

Q 3 /

1. Create a folder in Hard Disk D, rename it to your full name.

8. Change numerical style in that file to context which can write Arabic numbers with Arabic letter English numbers with English letters.

9. In second page write names of University, College, and department in multilevel list with using headings.

10. Find the word (in) and replace all (in) to (IN) word in capital letters for all paragraphs.

Extra notes:
No extra note

External Evaluator