



Erbil Polytechnic University Erbil Technical Health and Medical College

Module (Course Syllabus) Catalogue 2023-2024 **Erbil Technical Health and Medical College** College/ Institute **Department** Physiotherapy **Course title** Computer Skills **Course Code** COS103 Module type Prerequisite YES ore Assist. **Lecturer (Practical)** Zardasht Abdulaziz Abdulkarim SHWANY E-Mail & Mobile NO. Zardasht.abdulkarim@epu.edu.iq 07504612522 **Lecturer (Practical)** Aso Yaseen Omer E-Mail & Mobile NO. Aso.omar@epu.edu.iq 07504618910 **Class hours** (practical) 3 Class hours (theory) 0 **Office hours** Monday to Thursday from 10:00 AM to 01:00 PM **Credits** 4 First Semester Offer in academic year Course Language English Course level Bachelor (First cycle) Mode of delivery Face to Face





Course Book

Course Description

The lectures are divided into three weekly hours. The subject is taught based on one hour of theoretical lecture and two hours of laboratory basics. This course gives students an opportunity to improve their computer skills. Additionally, this course is the base part in understanding other programs. On the other hand, MS-word contents are the essential components of any program. So, we can say this course provides the fundamental entries to other courses associated with programming, in addition to the concepts.

Course objective:

This course could be considered as an elementary course where basic concepts will be explained. These concepts are frequently repeated in other programs. Additionally, this course plays an important role in facing student knowledge. Today, electronic devices are operated under the control of infinite number of operating system instructions like Windows 7. So, to conduct any command you must press the button that is associated with that instruction.

Course Learning Outcomes:

Students will be able to:

- 1. Understand the key concepts relating to ICT.
- 2. Computers, devices, and software.
- 3. Recognize good practice in file management.
- 4. Organize files and folders efficiently.





ECTS Workload Calculation Form

Workload	T. Factor	No	Activity Type	Description	Activity	S
36	3	12	Face to face activity hours	Practical	Course	1
36	3	12	Household activity hours	Preparation Practical	<u> </u>	2
12	1	12	Face to face activity hours	Tutorial		3
6	0.5	12	Household activity hours	Tutorial preparation		4
4	2	2	Household activity hours	Homework	ment	5
2	2	1	Household activity hours	Report	Assignment	6
0	2	0	Household activity hours	Seminar		7
It's only to set degree			Face to face activity hours	Class Activity		8
1	1	1	Household activity hours	Quiz		9
1	1	1	Face to face activity hours	Mid Term Practical		10
3	3	1	Household activity hours	Mid Term Practical preparation		11
1	1	1	Face to face activity hours	Final Practical		12
6	6	1	Household activity hours	Final Practical preparation		13
0	1	0	Household activity hours	Lab. Reports & Activities	nents	14
0	2	0	Household activity hours	Scientific/Field Trips	Lab Experiments	15
		50	Face to face huors	4.17	Face to face h week	uors/12
		58	Home huors	3.63	Home huors	s/16 week
		108	Total huors	6.75	Total huors	•
			Accepted	4	ECTS (Total)	hours / 27)





Course Book

Titles	Weeks	Topics	Hours	Outcomes
Intro		Introduction to computer Hardware	90	
oduc		The main parts of a computer		
tion		Input / Output ports		
of H		Computer Memory		
ardv		Types of Memory		
vare		Storage Media		
Introduction of Hardware and Software	Week 1	Input devices	3	1,2
Softv		Output devices		
ware		Operating System		
		Data, Information and Program		
		Application Software		
		Interfaces		
		Accessibility Options		
¥.	(1)	Windows starting Windows Task Bar		
Windows 10	X(C)	Start menu Pin a Shortcut		
/s 10	Week 2	Creating Shortcut Icon	3	1, 3
	\mathcal{A}	Control Panel		
		Date & Time, Region Setting		
		Volume Setting, Resolution Setting		
	Week 3	Screen Color, windows Explorer	3	3,4
		Navigation Bar Common File Type		
	Week 4	Drives Information	3	3,4





	Sort Files, Recycle Bin		
	Formatting File Compression		
	Searching from File & Folder		
	Notepad and WordPad	10)
Week 5	Print screen	3	3
	Anti-Virus Installing a new Printer		

		Change the Default Printer		
-Ir Net		Introduction Internet		
ntern work		Introduction to E-mailing System		
Internet and twork Secur		Searching via Internet	_	
Internet and Network Security	Week 6	Internet Application (Google Products)	3	1
		Introduction to Network Security		
		Protection and Security		
Mic	W1-7	Word processing	2	2.4
roso	Week 7	Creating a new document	3	3,4
# ₩		Inserting Text Creating and Appling Style		
Microsoft Word 2016	Week 8	Page setup page, Indentions Line & Paragraph, Page Break Header and Footer.	3	3,4
16	76/6/	Creating a number Creating Bulleted Adding Border Around Text Adding Shading Around.		
	Week 9	Inserting and Deleting Table (Row and Column) with all properties.	3	3,4
		Position an Image Format an Image Switching Between Files Comparing Document Mailing Merge		
	Week 10	Midterm exam	0	
	Week 11	Starting Microsoft Excel windows of excel work entering in a worksheet.	3	3,4





Micro		Book getting help selecting Cells inserting Row & Column into a worksheet.		
soft		Deleting and Adjusting Row and Columns.		
Microsoft Excel 2016	Week 12	Move, Deleting, Editing Cell contents with Data undo and Redo Moving.	30	3,4
016		Sorting Data Searching and Replacing Data.		
		Adding Border in Cells, Formatting the Background Aligning cell contents.		
	Week 13	Basic Functions, Formulas and Filtering of Data.	3	3,4
		Worksheet margins worksheet Header and footer scaling worksheet.		
	Week 14	How to create a chart with examples.	3	3,4
<u>≤</u>		Presentation Power Point Windows.		
Microsoft PowerPoint		Inserting new slide undo & Redo Bulleted slide creating blink slide.		
Pow		Change the layout of a slide.		
erPoin		Themes changes the font type and size color shadow effect.		
4	Week 15	Creating a Table, Table style and effects, inserting a clip Art.	3	3
	26/2	Insert Shapes, SmartArt, Chart, Free Rotation Flipping a Draw Object.		
		Moving, Coping, Deleting, Hiding, and Showing slides, slides setup, printing slides and templates.		
	Week 16	Final Exam	0	

Pedagogical methods

The course will put student-centered classroom teaching as a result it will permit them to acquire knowledge of and perform those into action in a real situation. Students will receive all materials





in e-book as PDF and PowerPoint files from the course coordinator and get at the library as a hard copy to read at home. Eventually, each student will opportunity to allow to manipulate both face-to-face at the lab (one student per teacher) and in front of all other classmates (group of no more than 7 students per teacher) to build confidence and self-reliance for the future profession concerning legal, medical, educational, and social respect.

Pedagogical methods	Description
Project Based Learning	students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question, problem, or challenge.
Flipped learning	helps teachers to prioritize active learning during class time by assigning students lecture materials and presentations to be viewed at home or outside of class.

Student's responsibility

- Attendance
- Conducting assignments
- Conducting exams

Required Learning Materials

- -Personal Computer (Desktop or Laptop)
- -Tutorials are prepared in the form of PowerPoint presentation by using data show.
- Using white board to explain examples and offer more details.

Assessment scheme

24% Mid Term (Practical)

8% Quiz

2% Attendance





26% Assignments (report, paper, homework, seminar.)40% Final Practical0% Final Theory

Course policy

Our course policy includes:

- Avoiding plagiarism
- Academic honesty
- Attendance





Question Q1	is Example D	esign					
1-personal	computer (PC) is a	aco	mputer.				
A) Super	B) Main Fra	ıme	C) Mici	ro		D) None of th	e Above
2-What is th	e key used to Sav	e the docum	ent as a r	new 1	file.		
A)F1	B) F12	C) F5	D)	F11			
8- What is ti	ne short cut key fo	or Close Wor	dPad?				
A)Alt+F4	B) Alt + F5	C) SI	nift + F4			D) Shift + F5	
-Windows	logo key +E is u	sed for.					
A)Display th	ne desktop	B) Preview t	he deskt	ор		C) Open Cor	mputer
Open the	Run dialog box						
A TANK THE OWNER OF THE OWNER OWNER OWNER OWNER OWNER OWNER		al a a lousan i a c	e all a al				
	oination of row an	d column is o	called				
5- The comb	oination of row an		called				
5- The comb	oination of row an	C) Cell	D) Row			Vord 2010 .	
5- The comb	oination of row an	C) Cell	D) Row			Vord 2010 .	
5- The comb A)Line Q2 /A Re-	oination of row an	C) Cell	D) Row by Microso	oft Of	fice W	Vord 2010 . kt2, Lighter60% %	660
5- The comb A)Line Q2 /A Re-	Dination of row an B) Colum C draw a table and the	C) Cell	D) Row by Microso	oft Of	fice W		660 1
5- The comb A)Line Q2 /A Re-	Dination of row an B) Colum C draw a table and the	C) Cell	D) Row by Microso 1 ^{1/2} Pt \ Da	oft Of	fice W		660
5- The comb A)Line Q2 /A Re- White,Back	Dination of row an B) Colum C draw a table and the ground1,Darker35%	C) Cell	D) Row by Microso 1 ^{1/2} Pt \ Da	oft Of	fice W	kt2, Lighter60% %	660
5- The comb A)Line Q2 /A Re- White,Back	Dination of row an B) Colum C draw a table and the ground1,Darker35%	C) Cell shape below Gender	D) Row by Microso 1 ^{1/2} Pt \ Da Bir	oft Of ark Bl th da	fice W	kt2, Lighter60% %	660
5- The comb A)Line Q2 /A Re- White,Back	Dination of row an B) Colum C draw a table and the ground1,Darker35% Name	Gender	D) Row by Microso 1 ^{1/2} Pt \ Da Bir	oft Of ark Bl th da	fice W ue,tex y D	place of birth	660





Course references

- 1- https://www.essentialed.com/educators/computer-essentials
- 2- International Computer Driving License (ICDL)
- 3- https://emcol.co.za/academic/occupationaltraining/internationalcomputer-driving-license-icdl/
- 4- https://www.itcilo.org/courses/e-learning-information-andcommunication-technology-0
- 5- https://www.udemy.com/topic/windows-10/
- 6- https://www.udemy.com/course/microsoft-excel-powerpoint-andword-2016-course/



