

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		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	Assignment	5
2	2	1	Household activity hours	Report		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	Lab Experiments	14
0	2	0	Household activity hours	Scientific/Field Trips		15
		50	Face to face huors	4.17	Face to face huors/12 week	
		58	Home huors	3.63	Home huors/16 week	
		108	Total huors	6.75	Total huors/20 week	
			Accepted	4	ECTS (Total hours / 27)	

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Titles	Weeks	Topics	Hours	Outcomes
Introduction of Hardware and Software	Week 1	Introduction to computer Hardware	3	1,2
		The main parts of a computer		
		Input / Output ports		
		Computer Memory		
		Types of Memory		
		Storage Media		
		Input devices		
		Output devices		
		Operating System		
		Data, Information and Program		
		Application Software		
		Interfaces		
		Accessibility Options		
Windows 10	Week 2	Windows starting Windows Task Bar	3	1, 3
		Start menu Pin a Shortcut		
		Creating Shortcut Icon		
		Control Panel		
	Week 3	Date & Time, Region Setting	3	3,4
		Volume Setting, Resolution Setting		
		Screen Color, windows Explorer		
		Navigation Bar Common File Type		
	Week 4	Drives Information	3	3,4

Microsoft Excel 2016		Book getting help selecting Cells inserting Row & Column into a worksheet.			
	Week 12	Deleting and Adjusting Row and Columns.	3	3,4	
		Move, Deleting, Editing Cell contents with Data undo and Redo Moving.			
		Sorting Data Searching and Replacing Data.			
	Week 13	Adding Border in Cells, Formatting the Background Aligning cell contents.	3	3,4	
		Basic Functions, Formulas and Filtering of Data.			
	Week 14	Worksheet margins worksheet Header and footer scaling worksheet.	3	3,4	
		How to create a chart with examples.			
	Microsoft PowerPoint	Week 15	Presentation Power Point Windows.	3	3
			Inserting new slide undo & Redo Bulleted slide creating blink slide.		
Change the layout of a slide.					
Themes changes the font type and size color shadow effect.					
Creating a Table, Table style and effects, inserting a clip Art.					
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		

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 Practical

0% Final Theory

Course policy

Our course policy includes:

- Avoiding plagiarism
- Academic honesty
- Attendance

Questions Example Design

Q1

1-personal computer (PC) is a _____ computer.

- A) Super B) Main Frame C) Micro D) None of the Above

2-What is the key used to Save the document as a new file.

- A)F1 B) F12 C) F5 D) F11

3- What is the short cut key for Close WordPad?

- A)Alt+F4 B) Alt + F5 C) Shift + F4 D) Shift + F5

4-Windows logo key +E is used for.

- A)Display the desktop B) Preview the desktop C) Open Computer
D)Open the Run dialog box

5- The combination of row and column is called _____

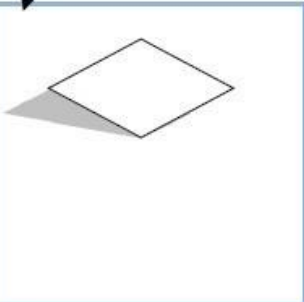
- A)Line B) Colum C) Cell D) Row

Q2 /A-- Re- draw a table and the shape below by Microsoft Office Word 2010 .

White,Background1,Darker35%

1^{1/2} Pt \ Dark Blue,text2, Lighter60% %60

Ser.	Name	Gender	Birth day			place of birth
			Y	M	D	
1	AZAD	1	1987	3	12	ERBIL
2	CHRA	2	1997	12	6	ERBIL
3	SALM	1	1992	10	10	KIRKUK



Course references

- 1- <https://www.essential.com/educators/computer-essentials>
- 2- International Computer Driving License (ICDL)
- 3- <https://emcol.co.za/academic/occupational-training/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/>

