Module (Course Syllabus) Catalogue

2023-2024

College/ Institute	Erbil Technical Health college	
Department	**Medical Technical Laboratory**	
Module Name	Computer Essentials	
Module Code	**COE103**	
Degree	Technical Diploma ☐ Bachler ■ High Diploma ☐ Master ☐ PhD ☐	
Semester	1ˢᵗ	
Credits	4	
Module type	Prerequisite ☐ Core ☐ Assist. ☐	
Weekly hours	3	
Weekly hours (Theory)	( )hr Class	( )hr Workload
Weekly hours (Practical)	(3)hr Class	( )hr Workload
Lecturer (Theory)		
E-Mail & Mobile NO.		
Lecturer (Practical)	**Nura Jamal Bilal, Zardasht Abdulaziz A**	
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Course Book

Course Description	Computers and computerized devices have become an integral part of society. In fact, many people use them in schools, homes, and the workplace. It has become imperative to know basic computer skills to survive in the world. In college, many students acquire basic computer skills that equip them with the knowledge to operate a computer, such as sending emails, conducting Internet research, creating word processing documents and creating presentations. Word processing programs offer a variety of features that may be useful to students, depending on the course. Students also learn other programs, such as PowerPoint, to create slides that will accompany oral presentations and speeches. Lecturers offer basic computer literacy for students to gain familiarity with hardware and software functionality. Students can also find tutorials with step-by-step instructions on learning computer basics. The days of textbook only research and handwritten submissions are over. With the advent of web-enhanced courses, student must possess basic computer skills in order to execute commands in basic computer applications. These basic computer skills help students excel in college and eventually carry over with them into the workforce. Exercising and advancing computer literacy skills can also lead to greater opportunities. Students will learn how to create and manage Word documents, organize information in tables, perform calculations on data, create graphs and charts, organize email Inbox, and manage email automatically. Today, employers across most industries and fields expect candidates to have Microsoft Office skills, as it is the most universally utilized software in business. Having these skills, even at a basic level, will help with job prospects and increase the chance to be considered for most roles.
Course objectives	**Course objective:** • Give student's in-depth understanding of why computers are essential components in business, education and society. • Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing. • Provide hands-on use of Microsoft Office applications Word, Excel, Access and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills. • Provide foundational or "computer literacy" curriculum that prepares students for life-long learning of computer concepts and skills • Recognize when to use each of the Microsoft Office programs to create professional and academic documents. Use Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards.

	Student's obligation	The attendance of students in labs will have extra credit. He / she is required to continuously follow the lectures, submits homework and assignments. Expect quizzes any time.			

Required Learning Materials	Personal computer spare part like hard, RAM etc.. Internet connection.
	o Microsoft Windows
	o Microsoft Word
	o Microsoft Pawer Point

Assessment scheme

	Task	Weight (Marks)	Due Week	Relevant Learning Outcome
	Paper Review			
Assignments	Homework	14%	3rd & 6th	2 & 4
	Class Activity	2%	All	All
	Report	12%	5th	4
	Seminar	12%	9th	4
	Essay			
	Project			
Quiz		4%	All	All
Midterm Exam		16%		
Final Exam		40%		
Total		100%		

Specific learning outcome:

 After studying this course, you should be able to:

1-identify the principal components of Microsoft Office Applications.

General student knowledge (typing ability, excel, PowerPoint, data analysis, etc.)

2- understand the fundamental hardware components that make up a computer's hardware and the role of each of these components

3- understand the difference between an operating system and an application program, and what each is used for in a computer

4- describe some examples of computers and state the effect that the use of computer technology has had on some common products

Course References:

- You can use most ICDL & ECDL Books as a reference and online searching .

- Microsoft Office 2016 Step by Step, Joan Lambert and Curtis Frye, Microsoft Press,2015.

Practical Topics	Week	Learning Outcome
• Microsoft Office Home and Student 2013 Step by Step, Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr, Microsoft Press, 2013		
Introduction in computer **Types of computer and computer parts** **Explain main parts of computer Hard ware & Soft ware**	1	4&2
Windows Task Bar. Control Panel. Date & Time Region Setting. Drives Information. Formatting File Compression. Print screen. Anti-Virus Installing a new Printer. Change the Default Printer	2	2
Starting the windows Windows (OS Functions)	3	3
Starting with MS Word **Explaining the main Button, Home and etc…, File Button.Using Documents Font Group Commands, Using Documents paragraph Group Commands**	4	1&3
Word processing. Creating a new document. Inserting Text Creating and Appling Style. Page setup page, Indentions Line & Paragraph Creating a number Creating Bulleted Adding Border Around Text Adding Shading Around.	5	1&3
Drawing Table in MW	6	1
Addin shape , picture ,charts to documents. **Header & Footer, page border, page number**	7	1
Starting with MS PowerPoint, Insert new slides into the presentation, add slide ,deleteing slide….	8	1&3
Insert Shapes or Templates into the Slides , Item animation in the slides	9	1
Slide Transitions	10	1
Starting with MS Excel, Adding text/number into the cells, Border	11	1&3

Creating Equations (Formula), Using Functions UsingChart & Graph	12	1

Questions Example Design

Q1\ Explain in detai1es Computer Generations, and write the properties of each generation.
<div align="right">(5-Marks)</div>

Q2\ How you can classify these parts of hard ware?

Motherboard, Mouse, Ram, Fan , Speakers , Touch Pen , Plotter , Scanner ,Remote Control
<div align="right">(5-Marks)</div>

Q3\ A :What are the required steps for doing these actions?

      1. Change the shape of the icon .

      2. Sorting in excel.

      3. Counting in excel.

  B :Define virtual memory and utility program
<div align="right">(10-Marks)</div>

Q4\ Create the following table in Microsoft Excel program and find out the summation and the average for each student, and draw a chart to analysis the table, then Save it by (Q4) on the desktop .
<div align="right">(10-Marks)</div>

No	Names	Lec-1	Lec-2	Lec-3	Sum	Average
1	Raz	58	83	62		
2	Naz	43	60	47		
3	Yad	70	63	55		
4	Jon	35	97	69		
5	Kate	48	33	77		
6	Bin	65	45	36		
7	Sara	64	88	49		
8	Dara	72	64	80		
9	Sozan	50	30	60		
10	Rose	92	49	56		

Q5\ Create a presentation of (3-slides) with the following requests:
<div align="right">(10-Marks)</div>

  ❖ Slide-1: write (The bell rings once and only one)

- ❖ Slide-2: Set a Picture.
- ❖ Slide-3: Set bullets to COMPUTER TYPES .
- ❖ Set slide number.
- ❖ Set transition to all slides.
- ❖ Set Entrance and Exit effects just to the text.
- ❖ Show the slides automatically (3- Seconds).
- ❖ Save it by (Q5) on the desktop.

Q6\Create a MS Word document and type these script in it then save it under the name (Q6) :

(10-Marks)

(Final Practical Exam - (2023-2024

Extra notes:

External Evaluator