**Erbil Polytechnic University**
**Erbil Technical Health and Medical College**

# Module (Course Syllabus) Catalogue

## 2022-2023

| College/ Institute | **Erbil Technical Health and Medical College** |
|---|---|
| **Department** | Medical Laboratory Technology (MLT) |
| **Course title** | Computer Essentials |
| **Course Code** | COS103 |
| **Module type** | Prerequisite YES Core ☐ Assist. ☐ |
| **Lecturer (Practical)** | Zardasht Abdulaziz Abdulkarim SHWANY |
| **E-Mail & Mobile NO.** | Zardasht.abdulkarim@epu.edu.iq 07504612522 |
| **Assistant** | |
| **Class hours** (practical) | 3 |
| **Class hours** (theory) | 0 |
| **Office hours** | Monday to Thursday from 10:00 AM to 01:00 PM |
| **Credits** | 4 |
| **Offer in academic year** | First Semester |
| 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 | | 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 ) |

# Course Book

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

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

| | | Presentation Power Point Windows. | 3 | 3 |
|---|---|---|---|---|
| Microsoft PowerPoint | Week 15 | 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 | 0 | |

## Pedagogical methods

The course will put student-centered classroom teaching 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
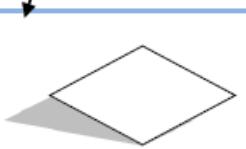
5- The combination of row and column is called _____

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