## A COURSE MODULE DESCRIPTOR FORM

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| Module Information | | | |
| **Course Module Title** | Information Technology | | |
| **ناوى کۆرس مۆدیول** | تةكنولوژياى زانيارى | | |
| **عنوان الوحدة** | تقنيات المعلومات | | |
| **Course Module Type** | Core | **Module Code** | **IT101** |
| **ECTSs** | 7 | | |
| **Department** | Information Technology Department | | |
| **Department Code** | IT | | |
| **Module Website (CMW)** | https://noble.edu.krd/lms/login.php | | |
| **Module Leader (ML)** | Vian Waheed Khalid | | |
| **NTI - E - mail** | vian.wahid@noble.edu.krd | | |
| **ML Acad. Title** | Asst. Lect. | | |
| **ML ORCID** | 0000-0003-4732-0477 | | |
| **ML Google Scholar Acc** | https://scholar.google.com/citations?hl=en&user=VPGeNpMAAAAJ | | |

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| Relation with Other Modules | | |
| **Pre-requisites** |  |
| Module Aims, Learning Outcomes and Indicative Contents | | |
| Module Introductory Description | This course will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 8.1 interface. This course will help you to define what a PC is, and familiarize you with the Windows 8.1 user interface and its basic capabilities. From navigating the desktop and using speech recognition to setting up a network and family internet safety, students will master Windows 8 with the course:  Learn how to use charms and live tiles. Figure out how to navigate accessories and apps. Know the best way to make Windows Updates. Discover what Ease of Access is all about. Get useful information on Windows Firewall and Windows Defender. Figure out how to join a Homegroup or to get on a network. Learn about Windows Media Player and music, video, and photos apps. |
| Module Aims | Course Objective:  Upon successful completion of this course, the students will be able  to perform basic work-related tasks on a PC running the  Windows 8.1 operating system. Student will:  • Get to know PCs and the Windows 8.1 user interface.  • Use Windows Store apps and navigation features.  • Work with Desktop applications.  • Use Internet Explorer 11.  • Customize the Windows 8.1 environment.  • Use Windows 8.1 security features |
| Module  Learning Outcome | * Students who earn the IT Specialist Certificate will have the IT Technical Skills required to effectively use and troubleshoot computers and computer applications in the following areas: * Operating Systems * Students will learn essential operating systems skills including how to use, set up, configure, troubleshoot, and maintain a current microcomputer operating system.   Students will learn to use and configure essential office applications. |
| Learning and Teaching Strategies | | |
| **Strategies** | * Data Show * Whiteboard * Laser pointer * Slides * Group Work * Practical Sessions * LAB Sessions * Assignments |

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| **Required texts and References** |
| Advanced Computer Skills, Ass. prof. Mazin S. Alhakem, 2020 |

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| Module Delivery | |
| **Total workload** | |
| **Contact Theoretical Hours – Per semester** | 45 |
| **Contact Practical Hours – Per Semester** | 144 |

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| Module Assessment | | | |
| **Module Activities** | **Time /Number** | **Weight (Marks)** | **Week Due** |
| Contact hours – Participation | Daily bases | 5% | Weekly |
| (Science / Lab)  (Social science / Critical thinking) | Daily bases | 5% | Weekly |
| Presentation / Seminar | 1 | 5% | 7 |
| Homework | 1 | 5% | 3 |
| Quiz | 1 | 5% | 5 |
| Poster presentation | 1 | 5% | 11 |
| Mini projects | 1 | 5% | 14 |
| Oral assessment | 2 | 5% | 4,12 |
| Midterm Exam | 1 | 20% | 9 |
| Final Exam | 1 | 40% | 15 |
| **Total** |  | 100% |  |

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| Delivery Plan (Designed Syllabus)-Theoretical session | |
|  | **Course Module Content** |
| Week 1 | * Introduction to computers * Advantages and Disadvantages of Computer * Application area of Computer |
| Week 2 | * History of computer * Generations of computer * Classification of Computers |
| Week 3 | * Types of Computers * Components of Computer System |
| Week 4 | * Hardware parts and their functionalities * Motherboard * Central Processing Unit |
| Week 5 | * Data Storage and Memory * Computer Memory |
| Week 6 | * Computer Networks * Network devices * Types of networks |
| Week 7 | * Introduction to Computer Software * Application Software * System Software |
| Week 8 | * Basics of Operating System * Functions of an Operating System |
| Week 9 | * Internet Basics * Emailing |
| Week 10 | * Introduction to Programming * Generations of Computer Languages |
| Week 11 | * Computer Security and Privacy |
| Week 12 | * Microsoft office applications * Microsoft word |
| Week 13 | * Microsoft office applications * PowerPoint |
| Week 14 | * Review |
| Week 15 | **Final Exam** |

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| Delivery Plan (Designed Syllabus)- Practical session | |
|  | **Course Module Content** |
| Week 1 | * turn on and turn off the computer * The Windows Desktop parts * Icons |
| Week 2 | * File management exercises * Navigation * Personalizing Windows * Display settings |
| Week 3 | * Start menu * Task bar * File explorer * Quick Actions * Virtual Desktops |
| Week 4 | * User management and accounts * Time and language |
| Week 5 | * Accessing Applications * Uninstalling applications * Keyboard Shortcuts |
| Week 6 | * System Tray * Pin/unpin Favorite Settings * Power and sleep * Battery |
| Week 7 | * notifications * Update and security * Windows defender firewall |
| Week 8 | * Web browsing * Browsers and history * Search engines |
| Week 9 | * Creating email and manage account |
| Week 10 | * Formatting the computer |
| Week 11 | * Microsoft word * Font * Layout * Insert tab |
| Week 12 | * PowerPoint slides * Insert tab * Format background |
| Week 13 | * Backstage functionalities in office applications |
| Week 14 | * Review |
| Week 15 | **Final Exam** |

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| Course Keywords |
| Windows OS, RAM, ROM, Charms Bar, Video card, Monitor, Mouse, Keyboard, Printer. |