## A COURSE MODULE DESCRIPTOR FORM

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| Module Information |
| **Course Module Title** | Computer Skills |
| **ناوى کۆرس مۆدیول** | ليهاتوويى لة بوارى كومبيوتةر |
| **عنوان الوحدة** | مهارات الحاسوب |
| **Course Module Type** | Core | **Module Code** | **NTI102** |
|  **ECTSs**  | 5 |
| **Department** | Petroleum Technology Department |
| **Department Code** | PT |
| **Module Website (CMW)** | https://lms.noble.edu.krd |
| **Module Leader (ML)** | Murthad Hussein Sabri |
| **NTI - E – mail** | marthed.hussain@edu.krd |
| **ML Acad. Title** | Asst. Lect. |
| **ML ORCID** | 0000-0003-3705-7062 |
| **ML Google Scholar Acc** | https://scholar.google.com/citations?user=2OKNS34AAAAJ&hl=en |

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| Relation with Other Modules |
| **Pre-requisites** |  |
| Module Aims, Learning Outcomes and Indicative Contents |
| Module Introductory Description | Introduces the basic concepts of computer hardware and software as well as to the features of Microsoft Office, Windows basics, and file management. Develops familiarity with Word, Excel, Access, PowerPoint, email, and Internet basics. |
| Module Aims | Upon successful completion of this course, the students will be ableto perform basic work-related tasks on a PC running theWindows 8.1 operating system. Student will:• Get to know PCs and the Windows 10 user interface.• Use Windows Store apps and navigation features.• Work with Desktop applications.• Use Internet Explorer 11.• Customize the Windows 10 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.
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| 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, 2014**

 PowerPoint presentation lecture notes prepared by lecturer |

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| Module Delivery |
| **Total workload** |
| **Contact Theoretical Hours – Per semester** | 15 hours |
| **Contact Practical Hours – Per Semester** | 15 hours |

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| Module Assessment |
| **Module Activities** | **Time /Number** | **Weight (Marks)** | **Week Due** |
| Contact hours - Participation | 1 | 5% | All the weeks |
| (Science / Lab)(Social science / Critical thinking) | 1 | 5% | 4 |
| Presentation /Seminar | 1 | 5% | 6 |
| Tutorial | 1 | 5% | 5 |
| Quiz | 3 | 5% | 3,6,8, |
| Midterm Exam  | 1 | 20% | 8 |
| Self-study | 1 | 5% |  |
| Projects | 1 | 5% | 10 |
| Oral assessment | 1 | 5% | 12 |
| Final Exam | 1 | 40% | 15 |
| **Total** |  | 100% |  |

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| Delivery Plan (Designed Syllabus) |
|  | **Course Module Content** |
| Week 1 | Introduction to computer |
| Week 2 | Components of Computer System (Part One) |
| Week 3 | Components of Computer System (Part two) |
| Week 4 | Classifications of computers |
| Week 5 | Representation of data/Information concepts of data processing |
| Week 6 | Introduction to Windows |
| Week 7 | The User Interface |
| Week 8 | Windows Setting ( Part One) |
| Week 9 | Windows Setting ( Part Two) |
| Week 10 | Google Apps (Gmail, Google Drive, Google Hangout Meet, Calendar) |
| Week 11 | Microsoft Word Processing Software • Starting and Exiting Word Processing Application • Copy and Move, Save and Save as documents |
| Week 12 | Edit Screen • Word Document Window, Ribbon and Elements • Quick Access Toolbar Entering and Editing Text • Using of Rulers • Selecting Text |
| Week 13 | Editing Text • Customizing the View • Using Undo and Redo • Using Cut, Copy and Paste |
| Week 14 | Formatting the Text • Changing the Appearance of Text • Paragraph Alignment/ Indenting • Bullets and Numbering • Line Spacing/Tabs • Finding and Replacing Text in a Document |
| Week 15 | ***Final Exam*** |

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| Course Keywords |
| Computer Applications, Microsoft office, ROM ,RAM. Keyboard . |