## 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** | Accounting | | |
| **Department Code** | ACC | | |
| **Module Website (CMW)** | https://noble.edu.krd/lms/login.php | | |
| **Module Leader (ML)** | Chra Ismael Shekho | | |
| **NTI - E - mail** | Chra.ismael@noble.edu.krd | | |
| **ML Acad. Title** | Assistant Lecturer | | |
| **ML ORCID** | [https://orcid.org/0000-0001-5440-9512](https://orcid.org/0000-0001-5440-9512?lang=en) | | |
| **ML Google Scholar Acc** | https://scholar.google.com/citations?user=JXFPnKcAAAAJ&hl=en&oi=ao | | |

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| Relation with Other Modules | | |
| **Pre-requisites** | yes |
| 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, PowerPoint, email, and Internet basics. |
| Module Aims | Upon successful completion of this course, the students will be able  to perform basic work-related tasks on a PC running the  Windows operating system. Student will:  • Get to know PCs  • Use Windows Store apps and navigation features.  • Work with Desktop applications. |
| 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. |
| 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 |

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

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| Module Assessment | | | |
| **Module Activities** | **Time /Number** | **Weight (Marks)** | **Week Due** |
| Attendance | Daily bases | 5% | Weekly |
| Oral assessment | Daily bases | 5% | Weekly |
| Presentation | 1 | 5% | Week 8 |
| Lab Activity | 2 | 5% | Week 11,13 |
| Quiz | 2 | 10% | unkown |
| Report | 1 | 10% | Week 12 |
| Midterm Exam | 1 | 20% | Week 9 |
| Final Exam | 1 | 40% | Week 15 |
| **Total** |  | 100% |  |

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| Delivery Plan (Designed Syllabus) | |
|  | **Course Module Content** |
| Week 1 |  |
| Week 2 |  |
| Week 3 |  |
| Week 4 |  |
| Week 5 |  |
| Week 6 |  |
| Week 7 |  |
| Week 8 |  |
| Week 9 |  |
| Week 10 |  |
| Week 11 |  |
| Week 12 |  |
| Week 13 |  |
| Week 14 |  |
| Week 15 |  |

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| Course Keywords |
| Computer, OS, Microsoft office, word, excel, PowerPoint |