## 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** | NTI 102 |
|  **ECTSs**  | 5 |
| **Department** | Department of Business Management |
| **Department Code** | BM |
| **Module Website (CMW)** | https://noble.edu.krd/ |
| **Module Leader (ML)** | Chra Doghramchy |
| **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(Please specify) |
| **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 ableto perform basic work-related tasks on a PC running theWindows 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.
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| Learning and Teaching Strategies |
| **Strategies** | * Data Show
* Whiteboard
* Laser pointer
* Slides
* Group Work
* Practical Sessions
* LAB Sessions
* Assignments
* Student center teaching

The above mentioned learning and strategies have been implemented as astrategy of learning and teaching in order to motivate the students to participate and engage to class more effectively. |

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| Advanced Computer Skills, Ass. prof. Mazin S. Alhakem, 2014 |
| * Advanced Computer Skills, Ass. prof. Mazin S. Alhakem, 2014
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| Module Delivery |
| **Total workload Per week** |
| **Contact Theoretical Hours – Per term** | 1 |
| **Contact Practical Hours – Per term** | 1 |

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| Module AssessmentThe following activities or any other activities that match the Bologna process can be performed |
| **Module Activities** | **Time /Number** | **Weight (Marks)** | **Week Due** |
| Participation | 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% | unknown |
| 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 | General introduction to computer |
| Week 2 | Computer Types |
| Week 3 | Computer Evolution |
| Week 4 | Hardware and Software |
| Week 5 | OS |
| Week 6 | Microsoft PowerPoint |
| Week 7 | Microsoft PowerPoint |
| Week 8 | Presentation Day |
| Week 9 | Midterm |
| Week 10 | Microsoft Word |
| Week 11 | Microsoft Word |
| Week 12 | Microsoft Excel |
| Week 13 | Microsoft Excel |
| Week 14 | Microsoft Excel |
| Week 15 | ***Final Exam*** |

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