## 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 201 |
| **ECTSs** | 5 | | |
| **Department** | Department of Nursing | | |
| **Department Code** | NU | | |
| **Module Website (CMW)** | https://noble.edu.krd/ | | |
| **Module Leader (ML)** | Vian Waheed Khalid | | |
| **NTI - E - mail** | vian.wahid@noble.edu.krd | | |
| **ML Acad. Title** | Assistant Lecturer | | |
| **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 | 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. |
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| Learning and Teaching Strategies | |
| **Strategies** | * Data Show – Whiteboard - Laser pointer - Slides * Group Work - Practical Sessions – Assignments - Student center teaching   The above-mentioned learning and strategies have been implemented as a  strategy 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 * Advanced Computer Skills, Ass. prof. Mazin S. Alhakem, 2020 |

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| Module Delivery | |
| **Total workload Per week** | |
| **Contact Theoretical Hours – Per term** | 15 |
| **Contact Practical Hours – Per term** | 15 |

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| Module Assessment | | | |
| **Module Activities** | **Time /Number** | **Weight (Marks)** | **Week Due** |
| Participation | Daily bases | 5% | Weekly |
| Oral assessment | Daily bases | 5% | Weekly |
| Presentation | 1 | 5% | Week 7 |
| Lab Activity | 2 | 5% | Week 11,13 |
| Quiz | 2 | 10% | unknown |
| Report | 1 | 10% | Week 12 |
| Midterm Exam | 1 | 20% | Week 8 |
| Final Exam | 1 | 40% | Week 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 | * Components of Computer System * Hardware and software |
| Week 4 | * Basics of Operating System * Functions of an Operating System |
| Week 5 | Microsoft PowerPoint 1 |
| Week 6 | Microsoft PowerPoint 2 |
| Week 7 | Presentation Day |
| Week 8 | Midterm |
| Week 9 | Microsoft Word 1 |
| Week 10 | Microsoft Word 2 |
| Week 11 | Microsoft Word 3 |
| Week 12 | Microsoft Excel 1 |
| Week 13 | Microsoft Excel 2 |
| Week 14 | Microsoft Excel 3 |
| 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 * Personalizing Windows * Display settings |
| Week 3 | * Start menu * Task bar |
| Week 4 | * User management and accounts * Time and language |
| Week 5 | * Powerpoint 1 |
| Week 6 | * Powerpoint 2 |
| Week 7 | * Presentation day |
| Week 8 | Midterm |
| Week 9 | * Microsoft Word 1 |
| Week 10 | * Microsoft Word 2 |
| Week 11 | * Microsoft Word 3 |
| Week 12 | * Microsoft excel 1 |
| Week 13 | * Microsoft excel 2 |
| Week 14 | * Microsoft excel 3 |
| Week 15 | **Final Exam** |

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