## A COURSE MODULE DESCRIPTOR FORM

(Course Book)

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| Module Information |
| **Course Module Title** | **Computer Skills** |
| **ناونیشانی مۆدیۆل** | زانیاری لە سەر کۆمپیوتەر |
| **عنوان الوحدة** | المعلومات عن الكومبيوتةر |
| **Course Module Type** | General  | **Module Code** |  00201 |
| **ECTS Credits** | 5 | **Module Level** | **1st** |
| **Semester of Delivery** | fall Semester  | **Dept. Code** | LA |
| **College (Code)** | General Education and Language  |
| **Module Website (CMW)** | https://ums.lfu.edu.krd/# |
| **Module Leader (ML)** |  Ahmed Salahalddin Muhammed |
|  **e-mail** |  Ahmed.salahaddin@lfu.edu.krd |
| **ML Acad. Title** | Assistant Lecturer | **ML Qualification** | MSc. |
| **ML ORCID** |  **https://orcid.org/my-orcid?orcid=0000-0001-9854-3107** |
| **ML Google Scholar Acc.** |  |
| **Course Module Tutor** |  |
| **Module Tutor email** |  |
| **Date Approved** | 2023 | **Version Number** | 1.0 |

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| Relation with Other Modules |
| **Pre-requisites** | **N/A** |
| Module Aims, Learning Outcomes and Indicative Contents |
| Module Introductory Description |  This course will help the student obtain knowledge in IT, by the end of this course the student become more comfortable using a personal computer (PC) and, more specifically the Windows Operating System. This course will help the student to run an operating system, and familiarize them with the Windows 10 user interface and its basic capabilities, learn about the function of each part and the variety of computer file types as well as the security and troubleshooting. During this course the student will learn how to create documents and sheets using Microsoft Office Word and Microsoft Office Excel. |
|  Module Aims | Teaching the students the basics of Operating System, file types then the programs used in daily life such as Microsoft Office package, Emailing etc …. |
| Module Learning Outcomes | By the end of this module students must be able to:* Identify the interface of Windows Operating System
* Understand the role Operating System in Computer
* Differentiate between input – output devices
* Be fully able of using a computer ( Set up - turn on – off, type, navigate)
* Ability to create documents and sheets using Microsoft Office Word & Excel

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| Learning and Teaching Strategies |
| **Strategies** | The module will be delivered to the students through the use modern technology, case study, reading material, flipped classroom, video and case analysis. The student-centered approach will be applied. The strategies to be implemented to target students learning outcome.  |

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| Module Delivery |
| **Structured workload (h/w)** | 3 Hours/ Week |
| **Unstructured workload (h/w)** | 7.8 Hours/ Week |
| **Total workload (h/w)** | 10.8 Hours/Week |

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| Module Assessment |
| **A** | **Time/Number** | **Weight (Marks)** | **Week Due** | **Relevant Outcome** |
| **Class Activity & Brainstorming** | Daily | 10% | Weekly | To be more engaged in class |
| **Quiz 1** | One time  | 5% | Week 3 | Test their understanding of Input & Output Devices |
| **Creating a Report using Microsoft Office Word**  | One time  | 10% | Week 7 | To apply the knowledge they obtained from Microsoft Office Word and Web Search Skills |
| **Presentation Using Microsoft power point** | One time  | 10% | Week10 | To practice the knowledge they obtained in class  |
|  **Quiz 2** | One time | 5% | Week 11 | To Apply knowledge they obtained from Microsoft Excel  |
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| **Midterm** |  | 20% | Week 8 |  |
| **Final Exam (Theory)** |  | 20% | Week 15 |  |
| **Final Exam****(Practical)** |  | 20% | Week 15 |  |
| **Total**  |  | 100% (100 Marks) |  |  |

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| Learning and Teaching Resources |
|  | **Text** | **Available in the Library?** |
| **Required Texts** | **N/A** |  |
| **Recommended Texts** | N/A |  |
| **Websites** |  |

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| **Delivery Plan (Syllabus)** |
| **Week**  | **Material Covered** |
| **Week 1** | Introduction about computer organization |
| **Week 2** | Computing Devices |
| **Week 3** | Stationary Computers |
| **Week 4** |  |
| **Week 5** |  |
| **Week 6** |  |
| **Week 7** |  |
| **Week 8** | Midterms |
| **Week 9** |  |
| **Week 10** |  |
| **Week 11** |  |
| **Week 12** |  |
| **Week 13** |  |
| **Week 14** |  |
| **Week 15** | Review  |

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| Course Keywords |
| Computer , Hardware, CPU, |

### APPENDIX: (Help and Information)

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| Percentage to Grade Chart |
| Marks | Level | ئاست |
| 90 – 100  | Excellent | نایاب |
| 80 - < 90  | Very Good | زۆر باش |
| 70 - < 80  | Good | باش |
| 60 - < 70  | Medium | ناوەند |
| 50 - < 60  | Pass | پەسەند |
| 0 - < 50 | Fail | کەوتوو |