

Date:	Examination No.:	Version:2021-2022	Start:1/9/2021
Module Name - Code	information Technology IT - 103		
Module Language:	English		
Responsible:	Mr. Polla Dilshad Ibrahim/ MSc		
Lecture (s):	Polla Dilshad Ibrahim, Lari Shawqi		
College:	College of Engineering – Salahaddin University-Erbil		
Duration:	15 week – 1 semester		
Course outcomes:	<p>At the end of the semester, students have the abilities to:</p> <ul style="list-style-type: none"> *Identify the hardware components of a personal computer system *List major input and output devices *Explain the functions of processing, memory, storage and communication devices *Realize the significance of each hardware component in processing information *Identify general trends in the development of the different hardware components of a computer *General student knowledge (typing ability, excel, PowerPoint, data analysis, etc.) *Introduction to internet, e-mails, etc. 		
Course Content:	<p>Computers and computerized devices have become an integral part of society. In fact, many people use them in schools, homes, and the workplace. It has become imperative to know basic computer skills to survive in the world. In college, many students acquire basic computer skills that equip them with the knowledge to operate a computer, such as sending emails, conducting Internet research, creating word processing documents and creating presentations.</p> <p>Word processing programs offer a variety of features that may be useful to students, depending on the course. Students also learn other programs, such as PowerPoint, to create slides that will accompany oral presentations and speeches. Lecturers offer basic computer literacy for students to gain familiarity with hardware and software functionality. Students can also find tutorials with step-by-step instructions on learning computer basics. The days of textbook only research and handwritten submissions are over. With the advent of web-enhanced courses, student must possess basic computer skills in order to execute commands in basic computer applications. These basic computer skills help students excel in college and eventually carry over with them into the workforce. Exercising and advancing computer literacy skills can also lead to greater opportunities.</p> <p>Students will learn how to create and manage Word documents, organize information in tables, perform calculations on data, create graphs and charts, organize email Inbox, and manage email automatically.</p> <p>Today, employers across most industries and fields expect candidates to have Microsoft Office skills, as it is the most universally utilized software in business. Having these skills, even at a basic level, will help with job prospects and increase the chance to be considered for most roles.</p>		
Literature:	<p>Students should read the lecture notes and the following references:</p> <ul style="list-style-type: none"> • Microsoft Office Step by Step, Joan Lambert and Curtis Frye, Microsoft Press. 		

	<ul style="list-style-type: none"> • Microsoft Office Home and Student Step by Step, Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr, Microsoft Press, • Other computer text books, computer magazines and internet. <ul style="list-style-type: none"> ▪ (internet) sources: <ul style="list-style-type: none"> - Free Online learning (Excel & word): http://www.free-training-tutorial.com/ - Online MS Word learning: http://www.baycongroup.com/wlesson0.htm - MS office training centre. http://office.microsoft.com/en-us/training-FX101782702.aspx 									
Type of Teaching:	<p>1 hr theoretical part in lectures 3 hrs practical part in computer lab</p> <p>To achieve the objectives of the course, the following methods and techniques will be followed during teaching process:</p> <ol style="list-style-type: none"> 1. Lecture notes will be handed to the students through Module at the beginning of each part to facilitate easier understanding of books and also to read references. 2. Power point presentation for parts of the course as required. 3. White board will be used to explain program commands, draw sketches and solve problems in the lab. <p>Computer labs for practicing the theoretical parts.</p>									
Pre-requisites:	None									
Preparation Modules:										
Frequency:	Fall(Autumn) Semester									
Requirements for credit points:	<p>For the award of credit points, it is necessary to pass the module exam.</p> <ul style="list-style-type: none"> • Student should attend lectures (theory part) and practicing in computer laboratories. • Student should attend exams during the course. • Home works • Classwork <p>Students should attend both parts (theoretical and practical), also their exams (both practical and theoretical exams). During practical time at the computer lab, students should work on their class work which relates to what they studied at the theoretical part. The lecturer with the staff do their best to help them to be finished on time and get enough information for doing it efficiently in a timely manner. Student's attendance is required in all classes.</p>									
Credit point:	5									
Grade Distribution:	<p>he student must provide the following quizzes and exams during the course:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td colspan="2">Annual Effort (50 %)</td> <td colspan="2">Final Exam (50 %)</td> <td rowspan="2">Total</td> </tr> <tr> <td>Lab Practices*</td> <td>Midterm Exam (Theoretical)</td> <td>Practical</td> <td>Theoretical</td> </tr> </table>	Annual Effort (50 %)		Final Exam (50 %)		Total	Lab Practices*	Midterm Exam (Theoretical)	Practical	Theoretical
Annual Effort (50 %)		Final Exam (50 %)		Total						
Lab Practices*	Midterm Exam (Theoretical)	Practical	Theoretical							

25%	25%	20%	30%	100%
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* Quizzes and homework's are performed at the lab practices during the course.

Work load:	The workload is 150h. It is the result of 90h attendance and 60h self studies.
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