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| Date: | Examination No.: 15367 | Version: 2023 | Start: 1/9/2023 |
| **Module Name - Code** | IT Skills - 0103 |
| **Module Language:** | English |
| **Responsible:** | M Sanar Fawzi |
| **Lecture (s):** | M Sanar Fawzi |
| **College:** | College of Engineering – Salahaddin University |
| **Duration:** | 15 week – 1 semester |
| **Course outcomes:** | 1. Learn the Parts of a typical computer
2. Learn how to use an operating system
3. Learn how to use a document editing software for academic purposes.
4. Learn how to create presentations
5. Learn basic use of spreadsheets
6. Learn about proper usage of modern communication tools
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| **Course Content:** | Week 01: Introduction to the course.Week 02: Introduction to Computer HardwareWeek 03: Operating Systems (Windows)Week 04: Operating Systems (Windows)Week 05: File management and Online StoragesWeek 06: Document Editing (Word Google docs)Week 07: Document Editing (Word Google docs)Week 08: QuizWeek 09: Presentation (PowerPoint, Prezi)Week 10: Presentation (PowerPoint, Prezi)Week 11: Spreadsheet (Excel, google spreadsheet)Week 12: Spreadsheet (Excel, google spreadsheet)Week 13: Social Media and Communication ToolsWeek 14: Social Media and Communication ToolsWeek 15: Final Exam |
| **Literature:** | Peter Weverka, Office 2019 All-in-One For Dummies, Wiley, 2018Crystal Panek, Windows Operating System Fundamentals, O'Reilly, 2019 |
| **Type of Teaching:** | 2 hrs in lectures 2 hrs laboratory working. |
| **Pre-requisites:** | None |
| **Frequency:** | Annually in fall semester |
| **Requirements for credit points:** | For the award of credit points it is necessary to pass the module exam.The module exam contains:5 Homework1 Report h, 1 Presentation, 1 Project1 QuizFinal Exam**Student's attendance is required in all classes**. |
| **Credit point:** | 5 |
| **Grade Distribution:** | The Grade is generated from the examination result(s) with the following50% Final Exam10% [Report, Presentation, Project, Quiz] Each2% Homework each |
| **Work load:** |

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| ECTS Workload Calculation Form |
| Activity | S | Description | Activity Type | No. | Time Factor | Workload |
| **Course** | 1 | Theory | f | 13 | 2 | 26 |
| 2 | Preparation ( theory) | h | 13 | 2 | 26 |
| 3 | Practical | f | 13 | 2 | 26 |
| 4 | Preparation (practical) | h | 13 | 2 | 26 |
| **Assignment** | 5 | Homework | h | 5 | 1 | 5 |
| 6 | Report | h | 1 | 4 | 4 |
| 7 | Presentation  | h | 1 | 3 | 3 |
| 8 | Project | h | 2 | 3 | 6 |
| **Assessment** | 9 | Quiz | h | 2 | 0.5 | 1 |
| 10 | Final  | Theory | f | 1 | 2 | 2 |
| 11 | Preparation | h | 1 | 6 | 6 |
| 12 | Practical | f | 1 | 0 | 0 |
| 13 | Preparation | h | 1 | 4 | 4 |
| Face to face hours (f)/12 week | 4.50 | Face to face hours (f) | 54 |
| Home hours (h)/16 week | 4.94 | Home hours (h) | 81 |
| Total hours/16 week | 8.31 | Total hours | 135 |
| **ECTS** (Total hours/ 25) | **5** |

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