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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 | | |
| **Course Content:** | Week 01: Introduction to the course.  Week 02: Introduction to Computer Hardware  Week 03: Operating Systems (Windows)  Week 04: Operating Systems (Windows)  Week 05: File management and Online Storages  Week 06: Document Editing (Word Google docs)  Week 07: Document Editing (Word Google docs)  Week 08: Quiz  Week 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 Tools  Week 14: Social Media and Communication Tools  Week 15: Final Exam | | |
| **Literature:** | Peter Weverka, Office 2019 All-in-One For Dummies, Wiley, 2018  Crystal 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 Homework  1 Report h, 1 Presentation, 1 Project  1 Quiz  Final 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 following  50% Final Exam  10% [Report, Presentation, Project, Quiz] Each  2% Homework each | | |
| **Work load:** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 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** | | | |