Knowledge UNIVERSITY	Kurdistan Region – Iraq Ministry of Higher Education and Scientific Research Knowledge University		Ministry of Higher Education & Scientific Research KRG Iraq وەزارەتی خوێندنی باڵا و توێژینەوەی زانستی

MODULE DESCRIPTOR FORM

Module Information			
Course Module Title	Computer Skills		
ناونیشانی مۆدیول			**شاره زابوونی کومبیوته ر**
عنوان الوحدة			**مهارات الحاسوب**
Course Module Type	Core/Elective	**Module Code**	KNU213
ECTS Credits	4	**Module Level**	first
Semester of Delivery	Semester 1 2022-2023	**Dept. Code**	DMLS
College (Code)	CSCN		
Module Website (CMW)	Knu.edu.iq/sms		
Module Leader (ML)	Yousif Sufyan Jghef	**e-mail**	Yousif.jghef@knu.edu.iq
ML Acad. Title	Lecturer	**Qualification**	MSc
ML ORCID	https://orcid.org/my-orcid?orcid=0000-0001-8550-5152		
ML Google Scholar Acc.	https://scholar.google.com/citations?view_op=list_works&hl=en&user=Z6ggIc4AAAAJ		
Peer Review Name	Saifuldeen H Abdulrahman	**e-mail**	Saif.abdulrahman@knu.edu.iq
Reviewer Committee Approval	09/01/2023	**Version Number**	1.0

Relation With Other Modules

Pre-requisites	N/A
Co-requisites	N/A

Module Aims, Learning Outcomes and Indicative Contents	
Module Aims	The computer skills curriculum is developed for academy course participants who are looking for entry-level jobs in the Information Technology (ICT) field or who want to keep up with their industry's fast-paced IT implementation. Computer Skills integrates and covers a wide range of IT and network topics, from the fundamentals to sophisticated applications and services, while also giving opportunity for hands-on practice and job skill development.
Module Learning Outcomes	By the end of the course, students will be able to perform the following functions: 1. Describe the roles of the operating system. 2. Describe the boot process and system initialization. 3. Provide step-by-step instructions on Windows 10 installation. 4. Discuss types of software and classification of proprietary and free software. 5. Describe the process of software installation from an installation wizard and package manager. 6. Discuss the various forms that information comes in.
Indicative Contents	This module covers a wide range of topics including Typing Skills, Working with Microsoft Office, File Maintenance and Organization, Email Etiquette, Using the Internet for Research, Basic Computer Troubleshooting, Online Privacy, Security, and Safety Skills.
Learning and Teaching Strategies	
Strategies	The major strategy for presenting this module will be to encourage students to participate in the tasks while also improving and expanding their critical thinking abilities. This will be accomplished through courses, interactive exercises and tutorials, real-life examples, and consideration of the types of basic experiments and activities that students enjoy.

Module Delivery

Structured workload (h/w)	2h/w
Unstructured workload (h/w)	8.8h/w
Total workload (h/w)	10.8h/w

Module Evaluation

	Number/Time	Weight (Marks)	Week Due	Relevant Learning Outcome
Quizzes	1 or 2	5% (5)	5 or 10	
Assignments	1	10% (10)	At the start	
Project/Lab.	1	10% (10)	Continuous	
Midterm Exam	1hr	20% (20) / 10% (10)	8	
Final Exam	3 hr	50%	15	
Total	100% (100 Marks)			

Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	Information Technology an Introduction for Today's Digital World: by Richard Fox	No, it is available online
Recommended Texts	Essential Computer Skills for IT (2019)	No, it is available online
Websites	http://infolab.stanford.edu/~ullman/dscb.html	

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	**Computational Systems**
Week 2	**Structure of a computer**
Week 3	**Computer Assembly (installation) & Memory and CPU types and roles**
Week 4	**Software**
Week 5	**Operating Systems**
Week 6	**Format and Instillation of operating system**
Week 7	**Mid-Term Exam**
Week 8	**Desktop and Icons**
Week 9	**Using Windows**

Week 10	Tools and Settings
Week 11	Applications and drivers Understanding and Installations
Week 12	File Management
Week 13	Storage and Compression
Week 14	Troubleshooting & Simple solutions to common problems
Week 15	Final Exam

APPENDIX:

KNOWLEDGE UNIVERSITY					
GRADING SCHEME					
Group	ECTS Grade	% of Marks	Definition	IRQ System	GPA
Success Group (50-100)	A - Excellent	Best 10%	Outstanding Performance	90-100	5
	B - Very Good	Next 25%	Above average with some errors	80-89	4
	C - Good	Next 30%	Sound work with notable errors	70- 79	3
	D - Satisfactory	Next 25%	Fair but with major shortcomings	60-69	2
	E - Sufficient	Next 10%	Work meets minimum criteria	50-59	1
Fail Group (0–49)	FX – Fail	(45-49)	More work required but credit awarded	40-49	
	F – Fail	(0-44)	Considerable amount of work required	0-44	

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. KNU has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.