



Northern Technical University  
College of Oil & Gas Techniques  
Engineering/Kirkuk  
Department of Renewable Energy Techniques  
Engineering



## MODULE DESCRIPTION FORM

### نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	<b>Computer</b>		Module Delivery
Module Type	<b>Basic</b>		<input checked="" type="checkbox"/> Theory
Module Code	<b>NTU 102</b>		<input type="checkbox"/> Lecture
ECTS Credits	<b>3</b>		<input checked="" type="checkbox"/> Lab
SWL (hr/sem)	<b>75</b>		<input type="checkbox"/> Tutorial
			<input type="checkbox"/> Practical
			<input type="checkbox"/> Seminar
Module Level	1	Semester of Delivery	2
Administering Department	RETE	College	College of Oil & Gas Techniques Engineering/Kirkuk
Module Leader		e-mail	E-mail
Module Leader's Acad. Title		Module Leader's Qualification	
Module Tutor		e-mail	
Peer Reviewer Name	Name	e-mail	E-mail
Scientific Committee Approval Date	01/06/2023	Version Number	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None		Semester



<b>Co-requisites module</b>	None	<b>Semester</b>	
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## Module Aims, Learning Outcomes and Indicative Contents

### أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

<p><b>Module Aims</b> أهداف المادة الدراسية</p>	<ol style="list-style-type: none"> <li>1. To develop problem solving skills and understanding of computer skills through the application of techniques.</li> <li>2- Acquire the ideas of how computer works by understanding the basic functions of input, output and storage devices</li> <li>3. This program is meant for those students who have low-level literacy in computer use and only partial understanding of the functions of a computer. And so the students are introduced to this program to improve computer literacy</li> </ol>
<p><b>Module Learning Outcomes</b> مخرجات التعلم للمادة الدراسية</p>	<p>Students completing this module will be able to:</p> <ul style="list-style-type: none"> <li>- Understand basic computer terminology;</li> <li>- Identify components of a computer and peripheral devices;</li> <li>- Perform the basic computer functions by using a desktop or a laptop;</li> <li>- Develop an understanding of word processing capabilities of a computer;</li> <li>- Understand the concept and usage of the Internet and e-mails;</li> <li>- Use the acquired skills to pursue employment opportunities;</li> <li>- Enhance their computer literacy.</li> </ul>
<p><b>Indicative Contents</b> المحتويات الإرشادية</p>	<p>Indicative content includes the following.</p> <ul style="list-style-type: none"> <li>• <b>MS Office</b> Word, Excel, Outlook, Powerpoint, Access</li> <li>• <b>Google Drive</b> Docs, Drive, Forms, Gmail, Sheets</li> <li>• <b>Spreadsheets</b> Excel, Google Drive, Open Office, pivot tables, vertical lookups, macros</li> <li>• <b>Email</b> Outlook, Gmail, mail merge, filters, folders</li> <li>• <b>Presentations</b> PowerPoint, Google slides, Tableau, Keynote</li> <li>• <b>Operating systems</b> MacOS, Microsoft Windows,</li> </ul>



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## Learning and Teaching Strategies

### استراتيجيات التعلم والتعليم

<b>Strategies</b>	Type something like: The main strategy that will be adopted in delivering this module is to encourage students' participation in the exercises, while at the same time refining and expanding their critical thinking skills. This will be achieved through classes, interactive tutorials and by considering type of simple experiments involving some sampling activities that are interesting to the students.
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## Student Workload (SWL)

### الحمل الدراسي للطالب محسوب لـ ١٥ أسبوعا

<b>Structured SWL (h/sem)</b> الحمل الدراسي المنتظم للطالب خلال الفصل	33	<b>Structured SWL (h/w)</b> الحمل الدراسي المنتظم للطالب أسبوعيا	2.2
<b>Unstructured SWL (h/sem)</b> الحمل الدراسي غير المنتظم للطالب خلال الفصل	42	<b>Unstructured SWL (h/w)</b> الحمل الدراسي غير المنتظم للطالب أسبوعيا	2.8
<b>Total SWL (h/sem)</b> الحمل الدراسي الكلي للطالب خلال الفصل	75		

## Module Evaluation

### تقييم المادة الدراسية

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b> <b>40%</b>	<b>Quizzes</b>	4	10%(10)	3,8,12 and 14	LO #1, #2,#4,#5 and #6
	<b>Assignments</b>	4	10%(10)	2,5,10 and 13	LO #1, #4,#5 and #7
	<b>projects/ Lab.</b>	4	20%(20)	Continuous	All



	Report				
Summative assessment 60%	Midterm Exam	2hr	10% (10)	7	LO #1 - #3
	Final Exam	3hr	5% (50)	16	All
Total assessment			100% (100 Marks)		

### Delivery Plan (Weekly Syllabus)

#### المنهاج الأسبوعي النظري

	Material Covered
Week 1	Introduction - What is Computer,
Week 2	Basic Applications of Computer
Week 3	Components of Computer System,
Week 4	Central Processing Unit (CPU),
Week 5	Concepts of Hardware and Software
Week 6	Introduction to Internet, WWW and web browsers
Week 7	Operating Computer using GUI Based Operating System
Week 8	Basics of Popular Operating Systems; The User Interface
Week 9	Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application
Week 10	Viewing of File, Folders and Directories, Creating and Renaming of files and folders,
Week 11	Opening and closing of different Windows; Using help; Creating Short cuts,
Week 12	Basics of O.S Setup
Week 13	Common utilities
Week 14	Understanding Word Processing:
Week 15	Using Spread Sheet
Week 16	Making small presentation

### Delivery Plan (Weekly Lab. Syllabus)



### المنهاج الأسبوعي للمختبر

	Material Covered
Week 1	Knowing computer
Week 2	Operating Computer using GUI Based Operating System
Week 3	Understanding Word Processing
Week 4	Using Spread Sheet
Week 5	Introduction to Internet, WWW and web browsers
Week 6	Making small presentation
Week 7	Basics of O.S Setup

### Learning and Teaching Resources

#### مصادر التعلم والتدريس

	Text	Available in the Library?
Required Texts		
Recommended Texts	Beginning Programming All-in-One For Dummies Author: Wallace Wang	No
Websites	<a href="https://www.w3schools.in/computer-fundamentals/output-devices">https://www.w3schools.in/computer-fundamentals/output-devices</a>	

### Grading Scheme

#### مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 - 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required



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**Note:** Marks 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. The University 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.