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**Department of Business Administration**

**College of Administration** **&** **Economy**

**University of Salahaddin - Erbil**

**Subject: Computer Skills**

**Course Book – (Semester 1)**

**Lecturer's name: MSc. Barzan Salih Asaad**

**Academic Year: 2022 – 2023**

**Course Book**

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| **1. Course name** | **Information Technology (IT)** | |
| **2. Lecturer in charge** | **Barzan Salih Asaad** | |
| **3. Department/ College** | **College of Administration & Economy**  **Dept .Business Administration** | |
| **4. Contact** | **e-mail:** [**barzan.asaad@su.edu.krd**](mailto:barzan.asaad@su.edu.krd)  **Tel: (optional)** | |
| **5. Time (in hours) per week** | **Theory: 1**  **Practical: 2** | |
| **6. Office hours** |  | |
| **7. Course code** |  | |
| **8. Teacher's academic profile** | **Barzan Salih Asaad**  **Bachelor of Business Administration / Salahaddin – Erbil University**  **of Business Administration / Salahaddin – Erbil University**  **Academic Title: Assistant Lecturer**  **Web Site:**  **Email:** [**barzan.asaad@su.edu.krd**](mailto:barzan.asaad@su.edu.krd) | |
| **9. Keywords** |  | |
| **10. Course overview:**  Information technology refers to the collection of tools that make it easier to use, create, manage and exchange information. In this course we present an overview of the basic design of a computer system: how the different parts of a computer system are organized and various operations performed to perform a specific task. You would have observed that instructions have to be fed into the computer in a systematic order to perform a specific task. Computer components are divided into two major categories, namely, hardware and software. In this lesson we will discuss about hardware, i.e., the machine itself and its connected devices such as monitor, keyboard, mouse etc., as well as software that makes use of hardware for performing various functions. | | |
| **11. Course objective:**  Students will improve their keyboarding, proofreading and document production skills.  Computer Applications is a course designed to help students develop the skills necessary for college and career readiness. This course focuses on:  1- Personal growth in word processing (keyboarding), proofreading, and producing professional documents using Microsoft Word.  2- Ability to create, design and edit excel worksheet  3- Create, design and edit PowerPoint Slide show  3- Understanding the main concepts of Data Base (Using Microsoft Access)  4- Experience working with email and Explore the Web and how to conduct search | | |
| **12. Student's obligation**  Attendance is an essential requirement and all students are normally required to attend all learning and teaching sessions associated with the course. The student must perform all required duties during the course such as assignments, reports or introduce seminars. Also student is required to take quiz, mid and final exams as scheduled and cannot be absent without a lawful excuse. The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. | | |
| **13. Forms of teaching**  Whiteboard, Data Show and PowerPoint presentation will be used in the lectures, laboratory training and practical training.  A web site has been founded by the lecturer to upload all lessons, exams schedule, students’ marks and notes and all students are able to access it. | | |
| **14. Assessment scheme**  Assignments 20% At least five assignments during the two semesters  Exam 1 15% This Exam contains both theoretical and lab parts  Exam 2 15% This Exam contains both theoretical and lab parts  Final Exam 50% This Exam consists of two parts, laboratory part 20% and theoretical part 30% | | |
| **15. Student learning outcome:**  Upon completion of this course, students will:  • Be able to identify computer hardware and peripheral devices  • Identify types and characteristics of various classes of computers  • Recognize and understand the purpose of basic computer components and using windows framework.  • Identify types of operating systems and utility software  • Identify data compression formats, including audio and video formats  • Be familiar with software applications  • Accomplish creating basic documents, worksheets, presentations and databases  • Perform fundamental tasks common to most application software including print, save, edit, cut, copy, paste, format, spell and grammar check  • Use word processing software to create documents including basic components (e.g. lists, headers, footers) and reference components (e.g. footnotes, citations, bibliographies)  • Use spreadsheet software to create workbooks including simple formulas with both relative and absolute cell references and charts  • Use presentation software to create a presentation including basic components (e.g. transitions, lists, WordArt)  • Distinguish the advantages and disadvantages of networks  • Experience working with email and explore the Web and how to conduct search  • Identify computer risks and safety  • Discuss topics in computer networks, including roles, types, components, and security  • Discuss safe computing practices, including threats to computer safety. | | |
| **16. Course Reading List and References‌:** | | |
| **17. The Topics:** | | **Lecturer's name** |
| **Windows**  **Microsoft Word**  **Visual Basic Programming**  **Internet and Web** | | Barzan Salih Asaad |
| **18. Practical Topics** | |  |
| Microsoft Windows (Operating System)  To find a file or folder  Locking/unlocking the taskbar  Moving the taskbar  Resizing the taskbar  Changing the properties of the taskbar  Placing Toolbar to the Taskbar  Creating new folder on the desktop  To change the name of folder  To open the folder  To delete the folder  To undelete the deleted items | | Barzan Salih Asaad  (2 hrs) |
| Microsoft Windows (Operating System)   * To copy files from one folder to another folder * To copy file or folder by mouse. * To move file or folder by mouse. * Arranging your desktop icons. * Creating desktop shortcuts * To create a program folder and put program items on it * Removing items from the start menu * To place wallpaper * To put screensaver * Right-click on empty desktop > click properties > click screensaver tab * To change the appearance of windows | | Barzan Salih Asaad  (2 hrs) |
| Windows Explorer   * Open Windows * Explore Windows   + Create new folder * Edit (Cut, Copy, Paste Selection, undo) * View * Go * Tools (Find) * Help   Start Menu   * Shut Down * Log off * Run * Setting (Task and Start Menu) * Program (Start up, A accessories, Paint, Word pad, calculation0 * Documents (Recent Document) | | Barzan Salih Asaad  (2 hrs) |
| Visual Basic Programming  -Introduction of Visual Basic Programming  -Basic terms used in Visual Basic  -Basic Statement and Commands Variables -Declaring variable  -Types of variables Operators -Arithmetic Operators  -Conditional Operators  -Logical Operators  Basic Programs  -INPUT  -PRINT | | Barzan Salih Asaad  (2 hrs) |
| Looping for Programs -For Loops  -While loops  -Inner loops  -Outer loops Functions -Built in Functions  -User Defined functions Array -Singular Array  -Double Array  -Multidimensional Array | | Barzan Salih Asaad  (2 hrs) |
| Microsoft Word   * Create new file, open an existing file, save file, import and export a saved file. * Help to set page margin, paragraphs and sections within a document, * Adjust indents and hanging indents, * Add bulleted and numbered lists, * Change the fonts, font styles and font size according to our wish, * Edit text by inserting, deleting, moving and coping passages of text, * View document changing in different size, * Set tab stops and select different types of tabs, * Create and edit tabular information, * Set tabs for dot leaders, * Find specified text and replace one text using with another * Insert page breaks, page numbers, reference points, special symbols, date and time in a document and equation, etc. * Insert header (top of the document), footer (bottom of the document) and annotation, etc, * Insert frames for sidebars, run-arounds and other special effects | | Barzan Salih Asaad  (2 hrs) |
| * Create and edit columnar information (i.e. column), * Create and insert pictures using the drawing toolbar, * Check spelling, thesaurus, and grammar, * Sort text and hyphenation, * Create and edit Excel Worksheets, * Automate our work by recording and playing macros and * Print document and envelopes. * How to enter Microsoft word? * SOME SHORT CUT KEYS * How to move CURSOR? * What is highlighting? * How to highlighting text-using Cursor? * How to highlight text-using mouse? * How to delete text? * How to save document? | | Barzan Salih Asaad  (2 hrs) |
| File New, Open, Close; Save, Save As; Page Setup, Print Preview, Print. Edit Undo, Redo, Cut, Copy, Paste, Find, Replace, Go to. View: Normal, Web Layout, Print Layout; Toolbar, Ruler, Document Map, Header and Footer, Footnote, Zoom. Insert Breaking page /column, Inserting page number, Inserting date/ time, Creating auto text, Inserting auto text, Inserting symbol, Inserting footnote /endnote, Inserting clip art picture, Inserting picture from file, Inserting auto shapes, Inserting Word art, Inserting chart, Wrapping text around the picture, Inserting text box Format Font, Paragraph, Bullet and Numbering, Boarder and Shading; Column, Tab, Drop Cap, Text Direction, Change Case, Style. Tools Spelling and gummer, Language, Word Count, Auto Correct, Protect Document, Mail Merge, Macro, Customize, Option Table Draw Table, Insert, Delete, Select, Merging cell, Splitting Cell, Splitting Table, Table Auto Format, Auto Fit, Heading Row Repeat, Convert, Sort, Formula, Table Property. Window New Window, Arrange All, Split, Change File. Help Microsoft Word Help | | Barzan Salih Asaad  (2 hrs) |
| Internet and Web HTML / Web programming ASP.Net | | Barzan Salih Asaad  (2 hrs) |
| **19. Examinations:**  ***1. Compositional:*** In this type of exam the questions usually starts with Explain how, What are the reasons for…?, Why…?, How….?  Q/ Define the following:   1. Output Devices.   An output device is any piece of computer hardware used to display the data (information) to the user either in the form of hard copy or soft copy such as (monitors, speakers and printers), etc.   1. Memory.   Computer Memory is the internal storage areas in a computer that are used to temporarily or permanently store data or instructions to be executed.    3. The Universal Serial Bus (USB):  is a newer port that is used by new peripheral devices such as flash memory stick, External Hard disk, Digital Camera, etc. This is the preferable method for connecting the new devices because they are Plug-and-Play devices, which means you can connect these devices and start working with them immediately. No need to restart the PC or even perform a setup for the new device to work.  ***2.******True or false type of exams:***  In this type of exam a short sentence about a specific subject will be provided, and then students will comment on the trueness or falseness of this particular sentence.  ***True or false***   1. 1024 MB equal 1GB   (True)   1. 8 Byte equal 40Bits?   (False)  ***3. Multiple choices:***  In this type of exam there will be a number of phrases next or below a statement, students will match the correct phrase. | | |
| **20. Extra notes:** | | |
| **21. Peer review**  .‌‌ | | |