



Department of Finance and Banking

College of Administration and Economic

University of Salahaddin - Erbil

Subject: Computer Skills

Course Book – (1st Year students)

Lecturer's name: Farhang Abdulkareem Elias

Academic Year: 2023 - 2022

Course Book

1. Course name	Computer Skills
2. Lecturer in charge	Farhang Abdulkareem Elias
3. Department/ College	Finance and banking / Administration and Economic
4. Contact	e-mail: farhang.elias@su.edu.krd Tel: 00964 750 449 5274
5. Time (in hours) per week	Theory: 1 Practical: 2
6. Office hours	Sunday: 8:30 am -1:30 pm Thursday: 8:30 am – 12:30 pm
7. Teacher's academic profile	https://academics.su.edu.krd/farhang.elias/
<p>8. Course overview: Living in a Digital World provides students with a current and thorough introduction to computers by integrating the use of technology with the printed text. This Shelly Cashman Series text offers a dynamic and engaging solution to successfully teach students the most important computer concepts in today's digital world through exciting new exercises that focus on problem solving and critical thinking, along with online reinforcement tools on the unparalleled Online Companion. Updated for currency, students will learn the latest trends in technology and computer concepts and how these topics are integrated into their daily lives.</p>	
<p>9. Course objective</p> <p><i>At the completion of this course the student should be able to:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain the importance of computer literacy. <input type="checkbox"/> Define the term computer. <input type="checkbox"/> Identify the essential components of a computer system. <input type="checkbox"/> Differentiate between types of computer systems and their uses. <input type="checkbox"/> Discuss the uses of the Internet and the World Wide Web. <input type="checkbox"/> Identify the functions of computer software. <input type="checkbox"/> List and explain the steps to buy a personal computer. <input type="checkbox"/> Describe the process of computer programming. <input type="checkbox"/> Identify major programming languages. <input type="checkbox"/> Differentiate between the major types of computer storage devices. <input type="checkbox"/> Identify trends in computer hardware and software. <input type="checkbox"/> Define the components required for successful communications. <input type="checkbox"/> Explain the difference between a local and wide area networks. <input type="checkbox"/> Identify and define the phases in the system development life cycle <input type="checkbox"/> Describe computer careers. <input type="checkbox"/> Demonstrate use of microcomputer applications: word processing, spreadsheets, database, and presentation software. 	

<p>10. Student's obligation</p> <ol style="list-style-type: none">1- Attendance.2- Assignment3- Homework4- There examinations will be given, each 50%.5- Final exam 50%.
<p>11. Forms of teaching</p> <ol style="list-style-type: none">1- data show2- whiteboard
<p>12. Assessment scheme</p> <ol style="list-style-type: none">1- Attendance 2%2- Assignment :5%3- Homework :3%4- Midterm Exam 40%.5- Final Exam 50%.
<p>13. Student learning outcome:</p> <ul style="list-style-type: none"><input type="checkbox"/> Computer Literacy: Computer Components, Features, Categories<input type="checkbox"/> Application Software and the World Wide Web<input type="checkbox"/> Hands-on Microcomputer Applications: Word Processing, Spreadsheets, Database, Presentation Software<input type="checkbox"/> Components of the System Unit: CPU, Memory, Expansion Slots, Ports, Buses, and Data Representation<input type="checkbox"/> Input Devices<input type="checkbox"/> Output Devices<input type="checkbox"/> Storage Devices: Memory vs. Storage, Disks, CD, Tape, and Other Types of Storage<input type="checkbox"/> The Internet: World Wide Web, Internet Services, Netiquette, Security<input type="checkbox"/> Buying a Computer: How to Purchase, Install, and Maintain a Personal Computer<input type="checkbox"/> Microsoft office word.<input type="checkbox"/> Microsoft office PowerPoint.<input type="checkbox"/> Microsoft office Excel.<input type="checkbox"/> Microsoft office access.
<p>14. Course Reading List and References:</p> <p>Books on Google Play</p> <ul style="list-style-type: none">❖ Discovering Computers ©2016 (Shelly Cashman series) by Misty E. Verma at❖ Discovering Computers 2014, 1st Edition, Misty E. Verma at, Purdue University Calumet, 2014 Published College Bookstore Wholesale.



Enhanced Microsoft Office 2013: Introductory (Microsoft Office 2013 Enhanced Editions), 1st Edition,

©2014 by Misty E. Verma at.

Microsoft Office 2013: Brief (Shelly Cashman Series) 1st Edition, ©2013

,by Misty E. Verma at

15. The Topics:

Lecturer's name: Farhang A. Elias

Weeks	Subjects
Week1	<ul style="list-style-type: none"> <input type="checkbox"/> Introduction to Computers, Definition, Advantages & Limitations <input type="checkbox"/> Practically turn on and turn off the computer, define each parts& change start menu appearance, taskbar properties. <input type="checkbox"/> Anatomy of Computers – Components of Computers and its functions. Overview of Input devices of Computer. <input type="checkbox"/> Define the desktop components, Desktop property, settings and appearance.
Week2	<ul style="list-style-type: none"> <input type="checkbox"/> Overview of Input& Output devices of Computer, Memory, Processors, Hardware, Software & Speed, Memory ,types of computer rams and the memory measurement unit <input type="checkbox"/> Arrange icons, types of arrangement, refresh and show desktop. • Computer Software, Operating System (OS)& Application Software. • Change the mouse setting: reverse L.C and R.C, pointer speed, lock double click pointers and regional and language option; add remove keyboard language (Unicode keyboard).
Week3	<ul style="list-style-type: none"> • Word processing and units of document, features of word processing Packages, Creating, Editing, Formatting and Saving a document in MSWORD – Features of File, Edit and Format menus. <input type="checkbox"/> Apply the above practically
Week4	<ul style="list-style-type: none"> • Microsoft office word, open the Microsoft office word, its windows component and their functions. • Practically studying words window components and their function& standard toolbar.(Home ribbon) •
Week5	<ul style="list-style-type: none"> • Table and border toolbars item.(table options, Sorting) Apply the above practically.
Week6	<ul style="list-style-type: none"> • Drawing toolbars item.

	□ Apply the above practically.
Week7	• Report preparation by MS. Word
Week8	• Electronic Spreadsheets – concept, packages, creating, editing and saving a spreadsheet with MSEXCEL • Apply the above practically.
Week9	• Creating Data Analysis option in Tools Menu, Chart wizard , functions (auto sum , average max, minimum, count and more functions) • Apply the above practically.
Week10	• Use of Data Analysis Tools – Correlation and Regression, t-test for two samples, Creating Graphs. • Apply the above practically.
Week11	• Microsoft power point, open it, power point window components. • Open new slide , slide layout , how to type in slides.
Week12	• Insert slides, new slide, slide number, diagram, chart. • Apply the above practically.
Week13	• Design, select slide design, change design, Apply the above. • Practically and custom effects.
Week14	• Use insert list and make animation to your slide. • Apply the above practically. • Seminar preparation by MS. PowerPoint

Sample of Exam:

Q1/ Write the differences between Ram and Rom?

(10 marks)

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Q2/ Choose the correct words:

- 1- Scanner is an device that optically scans images and converts them to digital images.
A) Output B) Input C) CPU D) Control unit
- 2- Monitor is a that displays output from a computer.
A) Speaker B) printer C) Screen D) Mouse
- 3- Is a type of memory which is used for reading only.

- A) Ram B) Rom C) Ups D) Scanner
- 4- is an object on a computer that stores data, information, setting, or commands that are used with a computer program.
- A) File B) Bit C) Byte D) Control
- 5- is a type of screen saver.
- A) Power B) Resume C) Print D) 3D Text
- (10 marks)
- =====

Q3/ Choose the correct words:

- 1- One byte equal to A) 1024 MG
- 2- One terabytes equal to B) 1024 Bytes
- 3- One megabyte equal to C) 1024 GB
- 4- One kilobyte equal to D) 1024 KB

College of Administration & Economic	First Trial	Time: 30 minutes
Department of Finance and Banking	2020-2021	First Stage
Name:		

- 1- Create a new folder with (**your name**) and save it on desktop.
- 2- Open a file Microsoft word in your folder under the name of (**Bank**).
- 3- Add (**5**) pages and add numbers for each page in the form of (**A,B,C,.....**).
- 4- Write this text (**First Stage**) with the font of (**Time new Roman**) with the Size (**18**).
- 5- Hide all icons on desktop.

College of Administration & Economic minutes	First Trial	Time: 30
Department of Finance and Banking	2020-2021	

- 1- Create a new folder with (**your name**) and save it on desktop.
- 2- Open a file Microsoft word in your folder under the name of (**Bank**).
- 3- Add (**5**) pages and add numbers for each page in the form of (**A,B,C,.....**).
- 4- Write this text (**First Stage**) with the font of (**Time new Roman**) with the Size (**18**).
- 5- Hide all icons on desktop.