



Department of Finance and Banking

College of Administration and Economic

University of Salahaddin - Erbil

Subject: Computer Application

Course Book – (2nd Year students)

First semester

Lecturer's name: Farhang Abdulkareem Elias

Academic Year: 2023 - 2022

Course Book

General Information

| | |
|----------------------------|---|
| Course Title | Computer Application |
| Lecturer | Farhang Abdulkareem Elias |
| Academic title | Assistant Lecturer |
| Mobile No. | 00964 750 449 52 74 |
| Email Address | farhang.elias@su.edu.krd |
| College | Administration and Economic |
| Department | Finance and Banking |
| Level | Baccalaureate |
| Stage | Two - First semester |
| Time (hr./week) | 2 Hours |
| Teacher's academic profile | https://academics.su.edu.krd/farhang.elias |
| Offer in Academic Year | 2023 - 2022 |

Important Objective:

To provide students with basic computer skills necessary for advanced enrich the intellectual share and art in the fields of computer science and its various applications with banks and prepare a generation of graduates

qualified specialist in the field of computer science to work in the public and private sectors, and in specialized areas.

Learning Outcomes:

- ✓ A general understanding of the Excel program.
- ✓ A general understanding of the Excel functions.
- ✓ Preparing students in the job market.
- ✓ Ability to work in a bank
- ✓ Ability to manage the company.
- ✓ Ability in Accounting Manager.
- ✓ Ability to manage hotels.
- ✓ Ability to manage business operations.

| Index Objective | | | | | |
|-----------------|-----------|--|---------|--------------|----------------|
| Weeks | | Themes | Contact | Self - Study | Total Workload |
| First Week | Lesson 1 | Introduction to Excel Program | 1h | 1h | 2h |
| | Lesson 2 | Introduction to Application Bank System | 1h | 2h | 3h |
| Second Week | Lesson 3 | Formula bar & Statues bar | 1h | 2h | 3h |
| | Lesson 4 | Selecting a Cell Range | 1h | 2h | 3h |
| | Activity | quiz | 1h | 1h | 2h |
| Third Week | Lesson 5 | Saving a Workbook | 1h | 2h | 3h |
| | Lesson 6 | Cutting, Copying, and Pasting Cells | 1h | 2h | 3h |
| Fourth Week | Lesson 7 | Inserting or Deleting Cells, Rows, and Columns | 1h | 2h | 3h |
| | Lesson 8 | Formal Past Spatial | 1h | 2h | 3h |
| Fifth Week | Lesson 9 | Formatting a Worksheet | 1h | 2h | 3h |
| | Lesson 10 | Working with Cell Alignment | 1h | 2h | 3h |

Ministry of Higher Education and Scientific research

| | Activity | Assignment | 1h | 3h | 3h |
|-----------------|---------------|---|----|----|----|
| Sixth Week | Lesson 11 | Creating and Managing Conditional Formatting Rules | 1h | 2h | 3h |
| | Lesson 12 | Adding Print Titles, Gridlines and Headings | 1h | 2h | 3h |
| Seventh Week | Lesson 13 | Creating a Chart | 1h | 2h | 3h |
| | Lesson 14 | Working with Chart Analysis Commands | 1h | 2h | 3h |
| Eighth Week | Mid Term Exam | Practical Exam | 1h | 3h | 4h |
| | | Theoretical Exam | 1h | 3h | 4h |
| Ninth Week | Lesson 15 | Defining Names | 1h | 2h | 3h |
| | Lesson 16 | Using Logical Functions (Sum, Avg, Min, Max, Count) | 1h | 2h | 3h |
| Tenth Week | Lesson 17 | Using Logical Functions (IF, IF Complex, COUNTIF) | 1h | 2h | 3h |
| | Lesson 18 | Using Logical Functions (And , Or) | 1h | 2h | 3h |
| Eleventh Week | Lesson 19 | Using Logical Functions (Lift , Right , Mid) | 1h | 2h | 3h |
| | Lesson 20 | Using Lookup Functions (HLOOKUP , VLOOKUP) | 1h | 2h | 3h |
| Twelfth Week | Lesson 21 | Using Logical Functions (PV , FV, Rate) | 1h | 2h | 3h |
| | Lesson 22 | Sorting by One Column | 1h | 2h | 3h |
| | Activity | Assignment | 0 | 3h | 3h |
| Thirteenth Week | Lesson 23 | Sorting by Colors or Icons | 1h | 2h | 3h |
| | Lesson 24 | Filtering Data | 1h | 2h | 3h |
| Fourteenth Week | Lesson 25 | Creating a Custom AutoFilter | 1h | 2h | 3h |
| | Lesson 26 | Recording a Macro | 1h | 2h | 3h |
| Final Exam | | Practical Exam | 1h | 3h | 4h |
| | | Theoretical Exam | 1h | 3h | 4h |

| | | | |
|-------|-----------------|-----------------|--|
| Total | 31 _h | 70 _h | Workload 101 _h = 4 ECTS |
|-------|-----------------|-----------------|--|

Examination Explaining

Mid Term Examination: Theory 20 marks + Practice 20 marks = 40

marks Activate: 10 marks

Final Examination: Practice 25 + Theory 25 = 50 marks

| | |
|----------------------|-----|
| Mid Term Examination | 40 |
| Activate | 10 |
| Final Examination | 50 |
| Total | 100 |

References:

- 1- Microsoft Excel 2011 Instructor Edition Complete, Nicollet Avenue South, Microsoft Publishing, Custom Guide, Inc., 2011.
- 2- Excel® 2011 for Dummies® Quick Reference Published by Wiley Publishing, Copyright © 2012 by Wiley Publishing, Inc., Indianapolis, Indiana
- 3- Using Excel for Statistical Data Analysis — Caveats, University of Massachusetts School of Public Health. <http://www-unix.oit.umass.edu/evagold/excel.html>, Retrieved,2008.
- 4 –Internet, for site: [www. Microsoft.com](http://www.microsoft.com), www.fanctionx.com .

Sample of exam:

Q1/ Write the differences between the following:

- 1- Function COUNT & Function COUNT BLANK
- 2- Function SUM & Function SUM IF
- 3- Function ROUND DOWN & Function ROUND UP

(9 mark)

Q2/

1-Which of the following function is NOT true?

- A) LEFT (Kurdistan,1) = k B) ROUND(7.86,1) =7 C) INT(3.8) = 3 D) RIGHT(Tourism,3) = ism

2-Which of the following formulas would find the greater number in the cell range B10 to E25?

- A) =COUNT (B10:E25) B) =SUM (B10:E25) C) =MAX (B10:E25) D) =MIN (B10:E25)

3- Which of the following is a Fixation cell referent?

- A) #A1# B) A1! C) ! A1! D) \$A\$1

(6 marks)

Q3/ Solve the functions, then write the correct answer.

(10 marks)

| | A | B | C | D | E | F | G |
|---|----------|------|-------|--------|---|-------------------|--------|
| 1 | Name | Word | Excel | Access | | Question | Answer |
| 2 | Venous | 46 | 64 | 70 | | =LARGE(B2:D6;3) | 1..... |
| 3 | Evar | 56 | | 65 | | =AVERAGE(B2:D2) | 2..... |
| 4 | Muhammed | 80 | 90 | 40 | | =MIN(B2:D6) | 3..... |
| 5 | Avin | 91 | 52 | | | =AND(B2<50,C2>50) | 4..... |
| 6 | Kania | | 86 | 97 | | =(B4+C4+D4) | 5..... |

Q1/ Write the differences between the following:

- 1- Function COUNT & Function COUNT BLANK
- 2- Function SUM & Function SUM IF
- 3- Function ROUND DOWN & Function ROUND UP (9 mark)

Q2/

1- Which of the following function is NOT true?

- A) LEFT (Kurdistan,1) = k B) ROUND(7.86,1) =7 C) INT(3.8) = 3 D) RIGHT(Tourism,3) = ism

2- Which of the following formulas would find the greater number in the cell range B10 to E25?

- A) =COUNT (B10:E25) B) =SUM (B10:E25) C) =MAX (B10:E25) D) =MIN (B10:E25)

3- Which of the following is a Fixation cell referent?

- A) #A1# B) A1! C) ! A1! D) \$A\$1 (6 marks)

Q3/ Solve the functions, then write the correct answer. (10 marks)

| | A | B | C | D | E | F | G |
|---|----------|------|-------|--------|---|-------------------|--------|
| 1 | Name | Word | Excel | Access | | Question | Answer |
| 2 | Venous | 46 | 64 | 70 | | =LARGE(B2:D6;3) | 1..... |
| 3 | Evar | 56 | | 65 | | =AVERAGE(B2:D2) | 2..... |
| 4 | Muhammed | 80 | 90 | 40 | | =MIN(B2:D6) | 3..... |
| 5 | Avin | 91 | 52 | | | =AND(B2<50;C2>50) | 4..... |
| 6 | Kania | | 86 | 97 | | =(B4+C4+D4) | 5..... |