

Ministry of Higher Education and Scientific research



Department of Architecture

College of Engineering

Salahaddin University-Erbil

Subject: Information Technology-IT

Course Book – 1st Year

Lecturer's name: Polla Dilshad Ibrahim

MSc Architecture

Academic Year: 2023- 2024

Course Book

1. Course name	Information Technology IT - 4107
2. Lecturer in charge	Polla Dilshad Ibrahim
3. Department/ College	Architecture / Engineering
4. Contact	e-mail: polla.ibrahim@su.edu.krd Tel: (optional)
5. Time (in hours) per week	Theory: 1 Practical: 3
6. Office hours	Sunday to Thursday, 8:30 to 3:00
7. Course code	
8. Teacher's academic profile	<p>I got my BSc in architecture at university of Salahaddin in 2011. Then I got my MSc in Sustainable architecture at University of Sheffield, United kingdom in 2014.</p> <p>My research interests are in Sustainable Architecture Design , Building Simulation, Low Impact Materials, Design Processes and Methodologies. Considering architectural design within a broad social, environmental and economic context.</p> <p>Through my academic career I contributed to several modules. Like Architectural design 3rd stage. Building Construction 2nd stage, Working Drawing 3rd stage and computer application in architecture.</p>
9. Keywords	Excel, Word, Power point, programing, Software
10. Course overview:	<p>Computers and computerized devices have become an integral part of society. In fact, many people use them in schools, homes, and the workplace. It has become imperative to know basic computer skills to survive in the world. In college, many students acquire basic computer skills that equip them with the knowledge to operate a computer, such as sending emails, conducting Internet research, creating word processing documents and creating presentations. Word processing programs offer a variety of features that may be useful to students, depending on the course. Students also learn other programs, such as PowerPoint, to create slides that will accompany oral presentations and speeches. Lecturers offer basic computer literacy for students to gain familiarity with hardware and software functionality. Students can also find tutorials with step-by-step instructions on learning computer basics. The days of textbook only research and handwritten submissions are over. With the advent of web-enhanced courses, student must possess basic computer skills in order to execute commands in basic computer applications. These basic computer skills help students excel in college and eventually carry over with them</p>

into the workforce. Exercising and advancing computer literacy skills can also lead to greater opportunities.

Students will learn how to create and manage Word documents, organize information in tables, perform calculations on data, create graphs and charts, organize email Inbox, and manage email automatically.

Today, employers across most industries and fields expect candidates to have Microsoft Office skills, as it is the most universally utilized software in business. Having these skills, even at a basic level, will help with job prospects and increase the chance to be considered for most roles.

11. Course objective:

- Give student's in-depth understanding of why computers are essential components in business, education and society.
- Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.
- Provide hands-on use of Microsoft Office applications Word, Excel, Access and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills.
- Provide foundational or "computer literacy" curriculum that prepares students for life-long learning of computer concepts and skills
- Recognize when to use each of the Microsoft Office programs to create professional and academic documents.
- Use Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards.
- Learning and studying software or programming as per department requirements.

12. Student's obligation

- Student should attend lectures (theory part) and practicing in computer laboratories.
- Student should attend exams during the course.
- Home works
- Classwork

Students should attend both parts (theoretical and practical), also their exams (both practical and theoretical exams).

During practical time at the computer lab, students should work on their class work which relates to what they studied at the theoretical part. The lecturer with the staff do their best to help them to be finished on time and get enough information for doing it efficiently in a timely manner.

13. Forms of teaching

To achieve the objectives of the course, the following methods and techniques will be followed during teaching process:

1. Lecture notes will be handled to the students at the beginning of each part to facilitate easier understanding of books and also to read references.
2. Power point presentation for parts of the course as required.
3. White board will be used to explain program commands, draw sketches and solve problems in the lab.
4. Computer labs for practicing the theoretical parts.

14. Assessment scheme

The student must provide the following quizzes and exams during the course:

Annual Effort (50 %)		Final Exam (50 %)		Total
Lab Practices*	Midterm Exam (Theoretica+Practical)	Practical	Theoretical	
25%	25%	20%	30%	100%

* Quizzes ,Classworks,and homework's are performed at the lab practices during the course.

15. Student learning outcome:

Students are expected at the end of the year will have the abilities to:

- Identify the hardware components of a personal computer system
- List major input and output devices
- Explain the functions of processing, memory, storage and communication devices
- Realize the significance of each hardware component in processing information
- Identify general trends in the development of the different hardware components of a computer
- General student knowledge (typing ability, excel, PowerPoint, data analysis, etc.)
- Introduction to internet, e-mails, etc.
- Learning scientific software or computer programing depending on the department requirements.
- Application of programs in computer laboratories.

16. Course Reading List and References:

Students should read the lecture notes and the following references:

- **Microsoft Office Step by Step, Joan Lambert and Curtis Frye, Microsoft Press.**
- **Microsoft Office Home and Student Step by Step, Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr, Microsoft Press.**
- **Other computer text books, computer magazines and internet.**

<ul style="list-style-type: none"> • ▪ (internet) sources: <ul style="list-style-type: none"> - Free Online learning (Excel & word): http://www.free-training-tutorial.com/ - Online MS Word learning: http://www.baycongroup.com/wlesson0.htm - MS office training centre. http://office.microsoft.com/en-us/training-FX101782702.aspx 	
17. The Topics:	Lecturer's name
<p>Weeks 1</p> <ul style="list-style-type: none"> •General introduction about computer skills and information technology, laptop purchase specifications, course outline, Installing Office program on student's laptops. <p>Weeks 2</p> <ul style="list-style-type: none"> • Hardware: input & output devices, system unit, storage, and communication devices. <p>Software: system Software, operating system & its responsibilities, Microsoft windows.</p> <p>Weeks 3-6</p> <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) •Keyboard keys functions (enter, backspace, space bar, shift ...etc.) &formatting bar. Text selection, keyboard shortcut. •Table and border toolbars item. (table options, Sorting) •Drawing toolbars item. •Apply the above practically. <p>Weeks 7-10</p> <ul style="list-style-type: none"> •Electronic Spreadsheets – concept, packages, creating, editing and saving a spreadsheet with MS EXCEL •Work with a spreadsheet (MS EXCEL) of in-built Statistical and other functions and writing expressions, •Creating Data Analysis option in Tools Menu, Chart wizard, functions (auto sum, average max, minimum, count and more functions) •Use of Data Analysis Tools – Correlation and Regression, t-test for two samples, Creating Graphs. •Apply the above practically. <p>Weeks 11-15</p> <ul style="list-style-type: none"> •Microsoft power point, open it, power point window components. •Open new slide, slide layout, how to type in slides. •Insert slides, new slide, slide number, diagram, and chart. •Design, select slide design, change design and custom effects. 	<p>Polla Dilshad</p>

<ul style="list-style-type: none">•Use insert list and make animation to your slide.•Apply the above practically.	
18. Practical Topics (If there is any)	
Computer skills for first stage one hour theory and three hours practice per week, means each subject after theory the student will attend the computer lab for practice, also home works or team works they will do in home.	
19. Examinations: 1. Compositional: In this type of exam, the questions usually start with Explain how, what are the reasons for...? Why...? How....? Example Q\ What are the benefits of using online storage? Name four Internet services that provide online storage? Answer\ One of the biggest benefits of online storage is the ability to access data from anywhere. Online data storage also provides the ability to share files among different users. Examples: Sky drive, Drop box, Google drive, I cloud Q: What are the most common mistakes that should be avoided in any MS Power Point presentations? Answer: 1. You Don't Know Your Topic! Know your material <i>so well</i> , that you could easily do the presentation without an electronic enhancement such as PowerPoint. 2. The Slides Are NOT Your Presentation Always remember that you are the presenter. The slide show should only be used as an <i>accompaniment</i> to your talk. 3. T. M. I. (Too Much Information) You know so much about the topic, that you jump from here to there and back again talking about everything there is to know about your brand new widget, and no one can follow the thread of the presentation. make simple topics that can be easily followed 4. Poorly Chosen Design Template or Design Theme Choose a design that is appropriate for the audience. A clean, straightforward layout is best for business presentations. Young children respond to presentations that are full of color and contain a variety of shapes. 5. Electrifying Color Choices	

- Dark text on a light background is best. Off white or light beige is easier on the eyes than the typical white. Dark backgrounds are very effective, if the text is light for easy reading.
- Patterned or textured backgrounds make text hard to read.

6. Poor Font Choices

Stick to easy to read fonts such as Arial or Times New Roman. Avoid script type fonts which are hard to read on screen

7. Extraneous Photos and Graphs

Use photos, charts and diagrams only to emphasize key points of your presentation.

8. Too Many Slides

Ensure your audience stays focused by keeping the number of slides to a minimum

9. Different Animations on Every Slide

Animations and sounds, used well, can heighten interest, but don't distract the audience with too much of a good thing. Design your presentation with the "less is more" philosophy

10. Hardware Malfunctions

Check all the equipment and rehearse your presentation

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.

Q. "PPT and PPTX" are the extensions of MS Word files.

Answer:

FALSE. "PPT and PPTX" are the extensions of MS Power point.

Example

Q\ State whether the following statements are true or false:

1. Texts, Pixels and Sounds are represented by Bits in computer memory.
2. Secondary memory stores data temporary.

Answer\ 1. True 2. 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.

Example:

Q\ Choose the correct answer:

1) One Megabyte equals to:

A. 1000 Kbyte B. 1024 Kbyte C. 1000 Kbit D. 1024 Kbit

2) Software is stored on storage devices in a special container called.

A. Icon B. File C. DVD D. CD

3) Which extension is used for PowerPoint presentations?

A. doc B. dwg C. wav D. ppt

Q: is an input device that used to enter data and instructions into a computer.

A) speaker B) printer C) Keyboard D) data show

Answer is C) keyboard

20. Extra notes:

- Mobile phones should be turned off during the lecture time.
- Students should come to the lecture on time, if you are late, ask for permission and come in quietly.
- The Final Exam will include all topics of the lectures.

21. Peer review

Date:	Examination No.:	Version:2023-2024	Start:1/9/2023
Module Name - Code	Information Technology IT - 103		
Module Language:	English		
Responsible:	Mr. Polla Dilshad Ibrahim/ MSc Architecture		
Lecture (s):	M. Polla Dilshad Ibrahim, M. Ahmed Nawzad		
College:	College of Engineering – Salahaddin University-Erbil		
Duration:	15 week – 1 semester		
Course outcomes:	<p>At the end of the semester, students have the abilities to:</p> <ul style="list-style-type: none"> *Identify the hardware components of a personal computer system *List major input and output devices *Explain the functions of processing, memory, storage and communication devices *Realize the significance of each hardware component in processing information *Identify general trends in the development of the different hardware components of a computer *General student knowledge (typing ability, excel, PowerPoint, data analysis, etc.) *Introduction to internet, e-mails, etc. 		
Course Content:	<p>Computers and computerized devices have become an integral part of society. In fact, many people use them in schools, homes, and the workplace. It has become imperative to know basic computer skills to survive in the world. In college, many students acquire basic computer skills that equip them with the knowledge to operate a computer, such as sending emails, conducting Internet research, creating word processing documents and creating presentations.</p> <p>Word processing programs offer a variety of features that may be useful to students, depending on the course. Students also learn other programs, such as PowerPoint, to create slides that will accompany oral presentations and speeches. Lecturers offer basic computer literacy for students to gain familiarity with hardware and software functionality. Students can also find tutorials with step-by-step instructions on learning computer basics. The days of textbook only research and handwritten submissions are over. With the advent of web-enhanced courses, student must possess basic computer skills in order to execute commands in basic computer applications. These basic computer skills help students excel in college and eventually carry over with them into the workforce. Exercising and advancing computer literacy skills can also lead to greater opportunities.</p> <p>Students will learn how to create and manage Word documents, organize information in tables, perform calculations on data, create graphs and charts, organize email Inbox, and manage email automatically.</p> <p>Today, employers across most industries and fields expect candidates to have Microsoft Office skills, as it is the most universally utilized software in business. Having these skills, even at a basic level, will help with job prospects and increase the chance to be considered for most roles.</p>		
Literature:	<p>Students should read the lecture notes and the following references:</p> <ul style="list-style-type: none"> • Microsoft Office Step by Step, Joan Lambert and Curtis Frye, Microsoft Press. 		

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Type of Teaching:	<p>1 hr theoretical part in lectures 3 hrs practical part in computer lab</p> <p>To achieve the objectives of the course, the following methods and techniques will be followed during teaching process:</p> <ol style="list-style-type: none"> 1. Lecture notes will be handed to the students through Module at the beginning of each part to facilitate easier understanding of books and also to read references. 2. Power point presentation for parts of the course as required. 3. White board will be used to explain program commands, draw sketches and solve problems in the lab. <p>Computer labs for practicing the theoretical parts.</p>														
Pre-requisites:	None														
Preparation Modules:	-														
Frequency:	Fall(Autumn) Semester														
Requirements for credit points:	<p>For the award of credit points, it is necessary to pass the module exam.</p> <ul style="list-style-type: none"> • Student should attend lectures (theory part) and practicing in computer laboratories. • Student should attend exams during the course. • Home works • Classwork <p>Students should attend both parts (theoretical and practical), also their exams (both practical and theoretical exams). During practical time at the computer lab, students should work on their class work which relates to what they studied at the theoretical part. The lecturer with the staff do their best to help them to be finished on time and get enough information for doing it efficiently in a timely manner. Student's attendance is required in all classes.</p>														
Credit point:	5														
Grade Distribution:	<p>student must provide the following quizzes and exams during the course:</p> <table border="1"> <thead> <tr> <th colspan="2">Annual Effort (50 %)</th> <th colspan="2">Final Exam (50 %)</th> <th rowspan="2">Total</th> </tr> <tr> <th>Lab Practices*</th> <th>Midterm Exam (Theoretical)</th> <th>Practical</th> <th>Theoretical</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Annual Effort (50 %)		Final Exam (50 %)		Total	Lab Practices*	Midterm Exam (Theoretical)	Practical	Theoretical					
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25%	25%	20%	30%	100%
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* Quizzes, classworks and homework's are performed at the lab practices during the course.

Work load:	The workload is 150h. It is the result of 60h attendance and 90h self studies.
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