

Date:	Examination No.: 15367	Version: 1/9/2019	Start: 22/10/2022
Module Name - Code	IT - 0103		
Module Language:	English		
Responsible:	Mrs. Shivan Jawdat		
Lecture (s):	Ms. Khatoon Yaseen /MSc Mr. Abdulbasit Abdulqadir / MSc		
College:	College of Engineering – Salahaddin University		
Duration:	15 week – 1 st semester		
Course outcomes:	<p>Students are expected at the end of the course will 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 the internet, e-mails, etc. • Learning scientific software or computer programing depending on the department’s requirements. • Application of programs in computer laboratories. 		
Course Content:	<p>Week 1-4 :- General introduction about computer skills.</p> <p>Week 5-7 : - Microsoft office word, open Microsoft office word, its windows component, and its functions.</p> <ul style="list-style-type: none"> •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 practices. <p>Week 8-11 : - •Microsoft PowerPoint, open it, PowerPoint window components.</p> <ul style="list-style-type: none"> •Open new slide, slide layout, and how to type in slides. •Insert slides, new slide, slide number, diagram, and chart. •Design, select slide design, change design, and custom effects. 		

	<ul style="list-style-type: none"> •Use the insert list and make an animation for your slide. •Apply the above practices. <p>Week 12-15: - Electronic Spreadsheets – concept, packages, creating, editing, and saving a spreadsheet with MS-EXCEL</p> <ul style="list-style-type: none"> •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 practices.
Literature:	<ul style="list-style-type: none"> • Microsoft Office 2016 Step by Step, Joan Lambert, and Curtis Frye, Microsoft Press,2015. • Microsoft Office Home and Student 2013 Step by Step, Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr, and Microsoft Press 2013 • Other computer textbooks, computer magazines, and the internet.
Type of Teaching:	2 hrs. in lectures. 2 hrs. in lab
Pre-requisites:	None
Frequency:	Yearly in the Fall semester
Requirements for credit points:	<p>For the award of credit points, it is necessary to pass the module exam.</p> <p>The module exam contains:</p> <ul style="list-style-type: none"> - Homework and quizzes, mid-term exam, and final exam to theory and practical parts. <p>Student attendance is required in all classes.</p> <p>Students with less than 25% effort in continuous exam and/or 15% absent record are not allowed to enter the final exam.</p>
Credit point:	5
Grade Distribution:	<p>The Grade is generated from the examination result(s) with the following weights (w):</p> <p>Final exam: 50%</p> <p>Homework, quizzes, and other activities in lecture hall and lab: 20%</p> <p>Mid-Term exam: 20%</p> <p>Practical exam: 10%</p>
Workload:	The workload is 135h. It is the result of 60h attendance and 75h self-studies.