Department of … English Language ….

Faculty of ………. Education ……….

University of …Cihan- Sulaimanyia Campus**….**

Subject: Computer Skills II

Course Book – Year 1 / Second semester

Lecturer's name: Dr. Kusay Faisal Abdulrazak

Academic Year: 2023/2024

Course Book

1. Course name	Computer Skills II
2. Lecturer in charge	Dr. Kusay Faisal Abdulrazak
3. Department/ College	Computer Science
4. Contact	**E-mail:** Kusay.faisal@sulicihan.edu.krd
5. Time (in hours) per week	**Theory:** 2 hour **Practical:** 2 hour
6. Office hours	2hr/ week
7. Course code	
8. Teacher's academic profile	Dr. Kusay Faisal was born in Sheffield, UK, 1977. Received B.SC in electrical and electronics engineering in year 2000. Received M.Sc. and Ph.D. degrees in telecommunication engineering from University Technology Malaysia (UTM) in 2007 and 2013 respectively. He did researches in Wireless communication, Radar, Satellite, LMDS, HAPS, broadband wireless access, and wireless networking fields. Currently he is a part-time lecturer in the faculty of computer science at Cihan University, Sulaimanya, taught the following subjects: · Microprocessor structure . Computer Architecture. . Parallel processing. . Multimedia. . Image processing. · MATLAB Programming · Operation research · English for computer . Computer application · Account software package I and II . Accounting Information System · Computer Skills
9. Keywords	PowerPoint, Excel
10. Course overview:	

10. Course overview:

     The course is designed to teach the students the skills of using PowerPoint and Excel software package theoretically and practically.

11. Course objective:

The course will cover teaching the students how to prepare presentation program that helps them quickly and efficiently develop dynamic, professional-looking presentations, and then deliver them to an audience. As well as show them how to use spreadsheet to organize, calculate, and analyze data in simple way.

12. Student's obligation

Student should be able to contribute significantly to finish there assignments alone and within a group work. Attending lectures will be compulsory to pass this subject.

13. Forms of teaching

Contact hours: 1 hour/ week theoretical (by Mr. Mostafa Al-Saigh), and 2 hours/week Practical (by Dr. Kusay Faisal).

14. Assessment scheme

The 100 mark will be divided as shown in the table below:

Classroom activities, homework, quizzes, and attendance	10%
Mid-term practical exam	15%
Mid-term theory exam	25%
Final practical exam	15%
Final theory exam	35%
Total mark	100%

15. Student learning outcome:

Student will learn:

1. How to prepare presentation program in efficient way.

2. How to use spread-sheet to organize, calculate, and analyze data in simple way.

16. Course Reading List and References:

1. Joyce Cox and Joan Lambert "Step by Step Microsoft PowerPoint 2010", Online Training Solutions, Inc, 2012.
2. Curtis D. Frye "Step by Step Microsoft Excel 2010", Online Training Solutions, Inc, 2010.
3. B. Gilson, "Introduction to Computer Science", McGraw-Hill, 2017.

17. The Topics		Lecturer's name
Lecture No	**Topic**	
1		
2	Create new slide in PowerPoint, Use File & Home ribbon	
3		
1		
2	Using Insert ribbon (table, clip, picture, hyper link, movie, ...)	
3		Lecturer in charge:
1		
2	Using Design, Transaction, and Animation in PowerPoint	
3		
1		
2	Using Slide Show in PowerPoint , and Quiz	
3		
1		
2	Review	
3		
1		
2	Midterm Exam	
3		
1		
2	Introduction to Excel (cells, positions, worksheet, ...etc)	
3		
1		
2	Using Equation (Summation, Average, and percentage)	
3		
1		
2	Formulate tables using equation in Excel	
3		
1		
2	Excel Golden Rule (controlling tables with few numbers)	
3		
1		
2	Examples for creating bar chart from table	
3		
1		
2	General Review	
3		
	Final Exam	

18. Peer review

   This course book has to be reviewed and signed by a peer. The peer approves the contents of your course book by writing few sentences in this section.

Lecturer

Mr. Mostafa Al-Saigh

Lecturer at the computer Science Department.

Lecturer in charge of practical   **Head of The Department**

Dr. Kusay Faisal Abdulrazak