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**CIHAN UNIVERSITY-SULAIMANIYA**

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# **Course Outline**

**2023-2024**

**Address: Chwarchra-Opposite to Family Mall  
Sulaymaniyah City  
Kurdistan Region-Iraq  
Tel: 07714695656,  
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# MODULE DESCRIPTION FORM

Module Information			
Module Title	Computer Skills		
Module Type	Degree	<input type="checkbox"/> Theory <input type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial <input type="checkbox"/> Practical <input type="checkbox"/> Seminar <input type="checkbox"/> Report <input type="checkbox"/> Extra activity	
Module Code			
Language	English		
ECTS Credits			
Module Level		Semester of Delivery	One
Administering Department	Business Administration	College	
Lecturer	Mr. Mustafa Othman Alsaigh		
Academic Title	Assist. Lec	Qualification	Master in IT-M
Module Tutor		e-mail	Mustafa.alsaigh@sulicihan.edu.krd
Peer Reviewer Name		e-mail	Mustafa_alsaigh@hotmail.com
Scientific Committee Approval Date		Version Number	
Cycle of Study	Bachelor	Form of Education	Full time

Relation with other Modules			
Prerequisite module	N/A	Semester	
Co-requisites module	N/A	Semester	



Department: Business Administration

Discipline:

Stage: First

<b>Total Contact Hours:</b>	<b>45</b>
<b>Total Self Study Hours:</b>	<b>90</b>
<b>Total No. Hours:</b>	<b>135</b>
<b>ECTS:</b>	<b>5</b>

No. of Weeks	Contact Hours					Self-Study					
	Theoretical	Practical	Lab	Project	Visit	Quiz	Reading	Assignment	Report	Midterm Exam.	Final Exam.
<b>1<sup>st</sup> Week (Registration)</b>	-	-	-	-	-	-	-	-	-	-	-
<b>2<sup>nd</sup> Week</b>	1	1	1			1	2			15	25
<b>3<sup>rd</sup> Week</b>	1	1	1	3			2				
<b>4<sup>th</sup> Week</b>	1	1	1					5			
<b>5<sup>th</sup> Week</b>	1	1	1			1	2		4		
<b>6<sup>th</sup> Week</b>	1	1	1				2				
<b>7<sup>th</sup> Week</b>	1	1	1			1					
<b>8<sup>th</sup> Week</b>	1	1	1				2	5			
<b>9<sup>th</sup> Week</b>	1	1	1			1	2		4		
<b>10<sup>th</sup> Week</b>	1	1	1								
<b>11<sup>th</sup> Week</b>	1	1	1	3			2				
<b>12<sup>th</sup> Week</b>	1	1	1				2	5			
<b>13<sup>th</sup> Week</b>	1	1	1			1	2		4		
<b>14<sup>th</sup> Week</b>	1	1	1								
<b>15<sup>th</sup> Week (Final Exam.)</b>											
<b>16<sup>th</sup> Week (Final Exam.)</b>											
<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>6</b>		<b>5</b>	<b>18</b>	<b>15</b>	<b>12</b>		<b>135</b>

### Delivery Plan (Weekly Syllabus)

	Material Covered
<b>Week 1</b>	Introduction about computer and contents
<b>Week 2</b>	Different tasks in Windows operation system (getting use to computer)
<b>Week 3</b>	<b>Microsoft office Word (Home tab)</b>
<b>Week 4</b>	Microsoft office Word (insert tab)
<b>Week 5</b>	Review and more details on Home and insert
<b>Week 6</b>	Practical Quiz
<b>Week 7</b>	<b>Mid-Term Exam</b>
<b>Week 8</b>	Page layout, and References tabs
<b>Week 9</b>	Practical with more details on lecture 7
<b>Week 10</b>	Review, View, and design tabs
<b>Week 11</b>	Practical with more details on lecture 9
<b>Week 12</b>	Revision and Quiz
<b>Week 13</b>	Page layout, and References tabs Quiz
<b>Week 14</b>	Review and more details on Home and insert Quiz
<b>Week 15</b>	<b>Preparatory Week</b>
<b>Week 16</b>	<b>Final Exam</b>

### Delivery Plan (Weekly Lab. Syllabus)

	Material Covered
<b>Week 1</b>	computer and contents
<b>Week 2</b>	computer and contents
<b>Week 3</b>	Different tasks in Windows operation system
<b>Week 4</b>	Home and insert
<b>Week 5</b>	Home and insert
<b>Week 6</b>	Page layout, and References tabs
<b>Week 7</b>	Page layout, and References tabs
<b>Week8</b>	Page layout, and References tabs
<b>Week9</b>	Design
<b>Week 10</b>	Mailings

<b>Week 11</b>	Table Design
<b>Week 12</b>	Draw
<b>Week 13</b>	Help and View
<b>Week 14</b>	Layout and insert
<b>Week 15</b>	Layout and insert
<b>Week 16</b>	Layout and insert

### Module Aims, Learning Outcomes and Indicative Contents

<b>Module Objectives</b>	The student will deal with computer using different tasks in windows operation system such as icons, different folders, and finally will be able to arrange nice document using Microsoft office word.
<b>Module Learning Outcomes</b>	Student will learn: 1. How to apply different tasks using Windows operation system. 2. How to use Microsoft office Word software to prepare good setting article, reports, and well arrange theses.

### Learning and Teaching Strategies

<b>Strategies</b>	Student should be able to contribute significantly to finish their assignments alone and within a group work. Attending lectures will be compulsory to pass this subject.
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### Module Evaluation

Assessment Types		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
<b>Formative assessment</b>	<b>Quizzes</b>	5	10%	2-5-7-9-13	
	<b>Assignments</b>	3	15%	4-8-12	
	<b>Projects / Lab.</b>	2	10%	3-11	
	<b>Report</b>	3	15%	5-9-13	
<b>Summative assessment</b>	<b>Midterm Exam</b>	2hr	25%	7	
	<b>Final Exam</b>	3hr	25%	13-14	
<b>Total assessment</b>			100% (100 Marks)		

## Learning and Teaching Resources

	Text	Available in the Library?
<b>Required Texts</b>	<ul style="list-style-type: none"> <li>• B. Gilson, "Introduction to Computer Science", McGraw-Hill, 2017.</li> <li>• Tom Carpenter. "Microsoft Windows Operating System Essentials", February 2012.</li> <li>• Joyce Cox and Joan Lambert. "Microsoft Word 2010 Step by Step eBook". Online Training Solutions, Inc, 2012.</li> </ul>	
<b>Recommended Texts</b>		
<b>Websites</b>		

## Grading Scheme

### مخطط الدرجات

Group	Grade	التقدير	Marks %	Definition
<b>Success Group (50 - 100)</b>	<b>A</b> - Excellent	امتياز	90 - 100	Outstanding Performance
	<b>B</b> - Very Good	جيد جدا	80 - 89	Above average with some errors
	<b>C</b> - Good	جيد	70 - 79	Sound work with notable errors
	<b>D</b> - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	<b>E</b> - Sufficient	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	<b>FX</b> – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F</b> – Fail	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

## Approved by Head of the Branch / Department

Signature	
Date	
Name	

**Approved by Curriculum Development Committee and Bologna Process Committee**

Signature

Date

Name