CIHAN UNIVERSITY-SULAIMANIYA

Course Outline

2023-2024

Address: Chwarchra-Opposite to Family Mall
Sulaymaniyah City
Kurdistan Region–Iraq
Tel: 07714695656,
email: presidency@sulicihan.edu.krd

MODULE DESCRIPTION FORM

Module Information		
Module Title	Computer Application	
Module Type	Degree	☐ **Theory**
Module Code		☐ **Lecture**
		☐ **Lab**
Language	English	☐ **Tutorial**
		☐ **Practical**
ECTS Credits		☐ **Seminar**
		☐ **Report**
		☐ **Extra activity**

Module Level		**Semester of Delivery**	Two
Administering Department	Accounting	**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**	

Cihan University Sulaymaniyah

Department: **Business Administration**
Discipline:
Stage: **First**

Total Contact Hours:	45
Total Self Study Hours:	90
Total No. Hours:	135
ECTS:	5

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

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	Create, edit and format word processing files for the purpose of producing assignment, research reports, letters and email messages.
Week 2	Know some basic computer trouble shooting tips
Week 3	Use the Internet to browse for information and download files and programs.
Week 4	Use email software to send and receive messages and attachments.
Week 5	Perform file management of a variety of files and back these files up on both magnetic and optical removable media.
Week 6	Practical Quiz
Week 7	**Mid-Term Exam**
Week 8	Use spreadsheet software to manage financial and research data, and perform a basic statistical analysis of research data.
Week 9	Use spreadsheet software to manage financial and research data, and perform a basic statistical analysis of research data.
Week 10	Use spreadsheet software to create and modify graphical charts.
Week 11	Use more spreadsheet software to create and modify graphical charts.
Week 12	Create PowerPoint presentations that are composed of both text and graphical information.
Week 13	Create more PowerPoint presentations that are composed of both text and graphical information.
Week 14	Create and manage a flat file database with the Access software.
Week 15	**Preparatory Week**
Week 16	**Final Exam**

Delivery Plan (Weekly Lab. Syllabus)	
	Material Covered
Week 1	Word processing files
Week 2	Word processing files
Week 3	Basic computer trouble shooting tips
Week 4	Internet to browse for information
Week 5	Internet to browse for information and download files and programs

Week 6	File management of a variety of files and back these files up on both magnetic and optical removable media
Week 7	Spreadsheet software to manage financial and research data
Week8	Spreadsheet software to manage financial and research data
Week9	Spreadsheet software to create and modify graphical charts
Week 10	Spreadsheet software to create and modify graphical charts
Week 11	PowerPoint presentations
Week 12	PowerPoint presentations
Week 13	PowerPoint presentations
Week 14	Create and manage a flat file database with the Access software.
Week 15	Create and manage a flat file database with the Access software.
Week 16	Create and manage a flat file database with the Access software.

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	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.
Module Learning Outcomes	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.

Learning and Teaching Strategies	
Strategies	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.

Module Evaluation

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

Learning and Teaching Resources

		Text	Available in the Library?
Required Texts		• Joyce Cox and Joan Lambert "Step by Step Microsoft PowerPoint 2010", Online Training Solutions, Inc, 2012. • Curtis D. Frye "Step by Step Microsoft Excel 2010", Online Training Solutions, Inc, 2010. • B. Gilson, "Introduction to Computer Science", McGraw-Hill, 2017.	
Recommended Texts			
Websites			

Grading Scheme
مخطط الدرجات

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