



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 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	Translation	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

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			15	25
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			
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	Introduction about computer and contents
Week 2	Different tasks in Windows operation system (getting use to computer)
Week 3	Microsoft office Word (Home tab)
Week 4	Microsoft office Word (insert tab)
Week 5	Review and more details on Home and insert
Week 6	Practical Quiz
Week 7	Mid-Term Exam
Week 8	Page layout, and References tabs
Week 9	Practical with more details on lecture 7
Week 10	Review, View, and design tabs
Week 11	Practical with more details on lecture 9
Week 12	Revision and Quiz
Week 13	Page layout, and References tabs Quiz
Week 14	Review and more details on Home and insert Quiz
Week 15	Preparatory Week
Week 16	Final Exam

Delivery Plan (Weekly Lab. Syllabus)

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

Week 11	Table Design
Week 12	Draw
Week 13	Help and View
Week 14	Layout and insert
Week 15	Layout and insert
Week 16	Layout and insert

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	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.
Module Learning Outcomes	<p>Student will learn:</p> <ol style="list-style-type: none"> 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

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.
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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	<ul style="list-style-type: none"> • B. Gilson, "Introduction to Computer Science", McGraw-Hill, 2017. • Tom Carpenter. "Microsoft Windows Operating System Essentials", February 2012. • Joyce Cox and Joan Lambert. "Microsoft Word 2010 Step by Step eBook". Online Training Solutions, Inc, 2012. 	
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