



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	Academic Computing		
Module Type	Basic	<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	CUE31002		
Language	English		
ECTS Credits	3		
Module Level	1	Semester of Delivery	2 nd
Administering Department	Architecture	College	Engineering
Lecturer	Mr. Diyari Burhan Hussein		
Academic Title	Assistant Lecturer	Qualification	M.Sc.
Module Tutor	Mr. Diyari Burhan Hussein	e-mail	Diyari.burhan@sulicihaan.edu.krd
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date		Version Number	1.0
Cycle of Study	Bachelor	Form of Education	Full time

Relation with other Modules			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Cihan University Sulaimaniya?

College of Engineering

Department: Architecture

Discipline: Computer Skills

Stage: 1st



Total Contact Hours:	47
Total Self Study Hours:	7
Total No. Hours:	54
ECTS:	3

No. of Weeks	Contact Hours					Self-Study					
	Theoretical	Practical	Lab	Project	Visit	Quiz	Reading	Assignment	Report	Midterm Exam.	Final Exam.
1 st Week (Registration)	1		2								
2 nd Week	1		2							2	3
3 rd Week	1		2								
4 th Week	1		2								
5 th Week	1		2								
6 th Week	1		2								
7 th Week	2		2								
8 th Week	1		2								
9 th Week	1		2							2	
10 th Week	1		2								
11 th Week	1		2								
12 th Week	1		2								
13 th Week	1		2								
14 th Week	1		2								
15 th Week (Final Exam.)	2		2								
16 th Week (Final Exam.)											
TOTAL	17		30							4	3

Delivery Plan (Weekly Syllabus)

	Material Covered
Week 1	<p>Topic 1: Introduction</p> <ul style="list-style-type: none"> • Industrial revolutions • History of computer • Digital Age • Input and Output Devices • Hardware System • Software System • Computer Specifications
Week 2	<p>The Internet, The Web and Electronic Commerce</p> <ul style="list-style-type: none"> • Web • Browsers • File Transfer Utilities • Blogs, Webcasts, Podcasts, Wikis • Search engines, and Academic Searches • Electronic Commerce • Cloud Computing and internet of things
Week 3	<p>Application Software</p> <ul style="list-style-type: none"> • Word Processor Program • Spreadsheet Program • Presentation Graphics Program • Database Management Systems • Specialized Applications
Week 4	<p>Information Systems</p> <ul style="list-style-type: none"> • Management levels • Information Flow • Computer Based Information Systems • Transactions Processing System • Management Information System • Decision Support System • Executive Support Systems
Week 5	<p>Research</p> <ul style="list-style-type: none"> • Research Types • Summarization, and paraphrasing • Referencing and Citations • Plagiarism
Week 6	Quiz, and revision of Microsoft Word
Week 7	Mid-Term Exam
Week 8	<p>Basics of Visualization</p> <ul style="list-style-type: none"> • The psychology of design • Visualization Techniques
Week 9	<p>Data, Information, and Knowledge</p> <ul style="list-style-type: none"> • Data • Information • Knowledge

Week 10	Data Analysis • Introduction to Data Analysis
Week 11	Basics of Microsoft Excel
Week 12	Basics of Microsoft Excel
Week 13	Basics of Microsoft Powerpoint
Week 14	Basics of Microsoft Powerpoint
Week 15	Preparatory Week
Week 16	Final Exam

Delivery Plan (Weekly Practical. Syllabus)	
	Material Covered
Week 1	Introduction to Windows (Lab)
Week 2	Introduction to Web Browsing (Lab)
Week 3	Basics of Microsoft Word I (Lab)
Week 4	Basics of Microsoft Word II (Lab)
Week 5	Basics of Microsoft Word III(Lab)
Week 6	Quiz, and revision of Microsoft Word (Lab)
Week 7	Mid-Term Exam
Week8	Basics of Microsoft Excel I (Lab)
Week9	Basics of Microsoft Excel II (Lab)
Week 10	Basics of Microsoft Excel III(Lab)
Week 11	Basics of Microsoft Powerpoint I (Lab)
Week 12	Basics of Microsoft Powerpoint I (Lab)
Week 13	Basics of Microsoft Powerpoint I (Lab)
Week 14	Quiz, and revision of Microsoft Excel & Powerpoint (Lab)
Week 15	Preparatory Week
Week 16	Final Exam

Module Aims, Learning Outcomes and Indicative Contents

Module Objectives	<p>The course consists of two parts:</p> <p>The theoretical part will:</p> <ol style="list-style-type: none"> 1- Introduce the computing term and identify the main functions that a computer device does. 2- Tackling the main parts of the computer along with its input and output devices. 3- Introduction to Internet, WWW and web browsers 4- Identifying the differences between hardware, software and operating systems. <p>The practical part will:</p> <ol style="list-style-type: none"> 1- Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes. 2- Use lab sessions to introduce the MS Word activity program starting from basic functions such as creating a word document to more advanced functions like inserting a table of content. 3- Applying the common options of MS word on MS PowerPoint along with extra features such as animation and transactions to build a foundation of using MS PowerPoint.
Module Learning Outcomes	<p>Upon successful completion of the program, you should have the skills to:</p> <ol style="list-style-type: none"> 1. Get familiar with computer systems and software 2. Work effectively with a range of current, standard, Office Productivity software applications. 3. Evaluate, select and use office productivity software appropriate to a given situation. 4. Apply basic adult learning and assessment principles in the design, development, and presentation of material produced by office productivity applications. 5. Get familiar with web services, search engines, web communication skills

Learning and Teaching Strategies

Strategies	<p>English languages will be used in conducting the theory lectures 1 hour/week. The data show, whiteboard and marker will be used for father explanation.</p> <p>There will be practical discussions 2 hour/week, the lecturer will give enough time for practising to each student with computers Lab.</p>
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Module Evaluation

Assessment Types		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes		10%		
	Assignments		10%		
	Class Activity		5%		
	Attendance		5%		
Summative assessment	Midterm Exam	2hr	20%	7 th	
	Final Exam Theory	1hr	20%	15 th	
	Final Exam Practice	2hr	30%	15 th	
Total assessment			100% (100 Marks)		

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Lecture notes given by the lecturer	
Recommended Texts	<ol style="list-style-type: none"> 1. B. Gilson, "Introduction to Computer Science", McGraw-Hill, 2017. 2. Tom Carpenter. "Microsoft Windows Operating System Essentials", February 2012. 3. Joyce Cox and Joan Lambert. "Microsoft Word 2010 Step by Step eBook". Online Training Solutions, Inc, 2012. 4. Computer Literacy BASICS, Fifth Edition by Connie Morrison, Dr. Dolores Wells, and Lisa Ruffolo 5. introduction-to-computers-by-peter-norton-6th Edition 	
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