Competent Computer Skills

Cihan University Sulaymaniyah

Academic Year: 2025-2026

1. Information on the Programme

1.1. Higher Education Institution	Cihan University
1.2. College	College of Science & Engineering
1.3. Department	Department of Computer Science
1.4. Field of Study	Information and Communication Technology
1.5. Cycle of Study[1]	Bachelor's Degree (First Cycle)
1.6. Specialisation/ Study Programme	/
1.7. Form of Education	Full time

2. Information on the Discipline

2.1. Discipline Name				Competent Computer Skills				
2.2. Code				/				
2.3. Language:				English				
2.4. (Theory) Lecturer **E-mail:** **bahast.li@sulicihan.edu.krd** **Tel: /** **Webpage, Google Classroom**				Bahast A.				
2.5. Practical/Seminar/ Laboratory/ Project Lecturer **e-mail:** **Tel:** **Webpage, Google Classroom**				Same as above				
2.6. Year of Study	1st	**2.7.Semester**	1st	**2.8. Assessment Type**[2]	CE & WE	**2.9. Discipline Status**	**Content**[3]	FD
							Mandotary[4]	MD

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[1] **Cycle of studies - Bachelor «1»**

[2] **(Exam: Written Exam (WE)), and (Continuous Evaluation(CE)).**

[3] **Discipline status (Content) - FD (Fundamental (General) Discipline),**

[4] **Discipline status (compulsoriness)** - MD (Mandatory discipline),

3. Total estimated time (Teaching Hours per Semester)

Total Contact Hours:	**26**
Total Self Study Hours:	**82**
Total No. Hours:	**108**
ECTS:	**4**

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	2				
3rd Week	1	1				1	2				
4th Week	1	1				1	2			8	
5th Week	1	1				1	2		8		
6th Week	1	1				1	2				
7th Week	1	1				1	2				
8th Week	1	1				1	2				11
9th Week	1	1				1	2				
10th Week	1	1				1	2			8	
11th Week	1	1				1	2		8		
12th Week	1	1				1	2				
13th Week	1	1				1	2				
14th Week	1	1				1	2				
15th Week (Final Exam.)											
16th Week (Final Exam.)											
TOTAL	**13**	**13**				**13**	**26**	**0**	**16**	**16**	**11**

4. Prerequisites (if applicable)

4.1 Curriculum-Related	NA
4.2 Skills-Related	NA

5. Conditions (if applicable)

5.1. For the Theoretical	Pass with at least a 50% threshold
5.2. For the Practical/ Laboratory/ Project	Complete all lab assignments

6. Cumulated Specific Competences

Professional Competencies	Students will demonstrate digital literacy and professional efficacy by analysing, implementing, and managing sophisticated ICT solutions and data structures. This competence enables them to reliably achieve complex and technical objectives.
Transversal Competences	Technical reporting, critical thinking, problem-solving and teamwork skills

7. Discipline Objectives

7.1. General Objective	This module is designed to foster competence in leveraging ICT principles, enabling students to transition from foundational knowledge to practical application.
7.2. Learning Outcomes	By the end of this module, students should be able to: 1 – Efficiently use computer system for intended purposes and autonomously manage their workstation. 2 – Analyse the hardware architectural components, key performance indicators, and functional relationships between various contemporary ICT hardware. 3 - Explain the working principles, advantages, and limitations of different Software. 4 – monitor and maintain computer systems to increase performance and increase lifespan.

	5 – Implement and optimise file and data management strategies—including version control, backup schemes, and access control policies—to ensure data integrity, security, and organisational efficiency. 6 - Design and produce professional-grade digital documents and technical reports that meet high academic and professional standards.

8. Content

8.1. Theoretical-Number of Hours	Topics	LOs
First week	Enrolment	**1**
Second week	Introduction to computers	**2,4**
Third week	Internet Fundamentals	**2,3**
Fourth week	Application Software	
Fifth week	Word Processing	**4**
Sixth week	PowerPoint	**5,6**
~~**Seventh week**~~		
Eighth week	Excel Spreadsheets	**3,6**
Ninth week	File Management on Windows	**4,6**
~~**Tenth week**~~	Cyber Security	~~**5**~~
Eleventh week	Artificial Intelligence	**5,6**
Twelfth week	ICT-aided Research	**5,6**
Thirteenth week	Ethical use of ICT	**1,2**
~~**Fourteenth week**~~		

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8.2. Practical Works– Number of Hours	Teaching methods	Observation
First week	Demonstration & Identification: knowing the internal components (RAM, CPU) and .peripherals	Recognising and using hardware
Second week	Tour of OS settings, system vs. application .software	Recognising and using Software
Third week	Walkthrough of Ribbon tools, font formatting, and .paragraph styles	Effectively using MS Word
Fourth week	Focus on advanced tools like Tables, Mail Merge, .and Page Layouts	Continuing for MS Word
Fifth week	Visual Design walkthrough	Effectively using MS PowerPoint
Sixth week	Adding interactive Media as transitions, animations, and embedding .video/audio	Continuing using MS PowerPoint
~~**Seventh week**~~		
Eighth week	Introduction to cells, rows, columns, and basic .arithmetic formulas	Effectively using MS Excel
Ninth week	.Data Visualization	Continuing MS Excel
Tens week	Cleaning a "messy" desktop; teaching naming conventions	Organising files and folders
Eleventh week	Discussing phishing, strong passwords, and "Incognito" vs. "Private" .browsing	Safely using internet applications
Twelfth week	Hands-on with LLMs	Effectively using AI tools
Thirteenth week	Using AI for summarization ;and citations	Effectively using AI tools for research
~~**Fourteenth week**~~		

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Compulsory Bibliography:

1. Basic ICT Skills & Shortcut Keys by Rohit Kataria
2. Cambridge IGCSE ICT Student Book
3. Absolute Beginner's Guide to Computing by Wallace Wang

Optional Bibliography:

9. Assessment

Type of Activity	9.1. Assessment Criteria[2]	9.2. Assessment Type	9.3. Percentage of the final Grade
9.4. Theoretical	CE, WE	**Weekly quizzes, assignments, group work**	50%
9.5. Practical/ Seminar/Laboratory	CE	**Lab reports, reports, homework, group work**	50%
Minimum performance Standards: 50%			

Theoretical Lecturer	Bahast A.
Practice Lecturer	Same as above

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Grading Scheme			
Group	**Grade**	**Marks %**	**Definition**
Success Group (50 - 100)	**A** - Excellent	90 – 100	Outstanding Performance
	B - Very Good	80 – 89	Above average with some errors
	C - Good	70 – 79	Sound work with notable errors
	D - Satisfactory	60 – 69	Fair but with major shortcomings
	E - Sufficient	50 – 59	Work meets minimum criteria
Fail Group (0 – 49)	**FX** – Fail	(45-49)	More work required but credit awarded
	F – Fail	(0-44)	Considerable amount of work required

Approved by the Curriculum development Committee:	
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Head of the Department/ Dean	

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