CIHAN UNIVERSITY-SULAIMANIYA

Course Outline

2026

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	University	✓ ☐ **Theory**
Module Code		✓ ☐ **Lecture**
		☐ **Tutorial**
Language	English	✓ ☐ **Practical**
ECTS Credits : 6		☐ **Seminar**
		☐ **Report**
		☐ **Extra activity**
Module Level	**Beginner**	**Semester of Delivery**	First semester
Administering Department	MLA and CSM	**College**	MLA and CSM
Lecturer	Sherko ham law Murad		
Academic Title	A. Teacher	**Qualification**	M.Sc.
Module Tutor		**e-mail**	Sherko.murad@sulicihan.edu.krd
Peer Reviewer Name		**e-mail**	
Scientific Committee Approval Date		**Version Number**	1
Cycle of Study	Bachelor	**Form of Education**	

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

Cihan University Sulaymaniya
College of Administration and Financial Sciences

Department:
Discipline:
Stage:

Total Contact Hours:	
Total Self Study Hours:	
Total No. Hours:	
ECTS:	

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

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	*Concepts of Information and Communication Technology (ICT):* ● *Introducing Module activities and using teaching techniques.* ● *Computer Components* ● *Definition of Computer Hardware & Software* ● *Input & Output Devices,* ● *System Unit*
Week 2	*Concepts of Information and Communication Technology (ICT):* ● *Computer Properties* ● *Concept of Software* ● *Computer Software* ● *Application Software* ● *System Software* ● *Memory & Storage* ● *Communication Devices*
Week 3	*Operating System:* ● *Using Windows* ● *Working with file system (Files and Folders)* ● *Desktop And Menu bar* ● *Taskbar0* ● *Creating shortcut* ● *Desktop Wallpaper*
Week 4	● ***A. Internet and communication*** ● *Email* ● *One of the oldest and most widely used communication tools.* ● *Key features:* ● *Inbox, Sent, Drafts, Spam, CC/BCC* ● *Attachments (documents, images, PDFs)* ● *Email etiquette:* ● *Use a clear subject line.* ● *Keep messages polite and professional.* ● *Check grammar before sending.* ● ***B. Instant Messaging*** ● *Real-time communication using apps like WhatsApp, Telegram, Messenger.* ● *Supports text, voice messages, images, and group chats.* ● ***C. Video Conferencing*** ● *Platforms such as Zoom, Google Meet, and Microsoft Teams.* ● *Used for online meetings, classes, interviews.* ● *Good practices:* ● *Test your microphone and camera.* ● *Join on time.* ● *Mute when not speaking.*

Week 5	*Operating System:* ● *Control Panel* ● *Programs and Features* ● *Hardware and sound* ● *User Accounts* ● *Region* ● *Date and Time* ● *System* ● *Taskbar and Navigation*
Week 6	Midterm Exam
Week 7	● *Main components:* ● *Title Bar – Shows document name and application name.* ● *Quick Access Toolbar – Contains frequently used commands (Save, Undo, Redo).* ● *Ribbon – Contains tabs such as Home, Insert, Layout, References.* ● *Tabs and Groups – Each tab has tools grouped together (e.g., Font group, Paragraph group).* ● *Document Area – Where you type your content.* ● *Status Bar – Shows page number, word count, zoom options.*
Week 8	● *Creating and Saving a Document* ● *A. Creating* ● *Open Word → Choose Blank Document.* ● *Start typing in the document area.* ● *B. Saving* ● *Click File → Save / Save As.* ● *Choose location (Desktop, Documents).* ● *Enter file name.* ● *Choose format (.docx, .pdf).* ● *Click Save.*
Week 9	● *Font Formatting* ● *Tools found in Home → Font group* ● *Change font type, size, colour.* ● *Bold (Ctrl + B), Italic (Ctrl + I), Underline (Ctrl + U).* ● *Highlighting text.* ● *Text effects and typography.* ● *Paragraph Formatting* ● *Tools in Home → Paragraph group* ● *Alignment: Left, Centre, Right, Justify.* ● *Line spacing (single, 1.5, double).* ● *Increase/Decrease indent.* ● *Bulleted and numbered lists.* ● *Borders and shading.*
Week 10	● *Insert Features* ● *A. Tables* ● *Insert → Table → Select rows and columns.* ● *Add or delete rows/columns.* ● *Merge and split cells.*

	• *Apply table styles.*
	• *B. Shapes*
	• *Insert shapes like arrows, circles, boxes.*
	• *Format using Shape Fill, Outline, Effects.*
	• *C. Header & Footer*
	• *Add page numbers.*
	• *Insert date/time.*
	• *Add titles or author name at top/bottom of pages.*
	• *D. Symbols & Equations*
	• *Insert mathematical equations and special characters.*
Week 11	• *Styles and Themes*
	• *Use present Styles (Heading 1, Heading 2, Title) for organizing documents.*
	• *Styles make it easier to create:*
	• *Table of Contents*
	• *Consistent document design*
	• *Themes control the overall design (colours, fonts, effects).*
Week 12 **Week 13**	*References:* • *References (Table of Contents, Table of Figures, Citation, Caption, and Bibliography)* • *Watermark* • *Printing & page settings.*
Week 14	*Review*
Week 15	**Final Exams**

Module Aims, Learning Outcomes and Indicative Contents	
Module Objectives	To introduce the student to a variety of terms, definitions, and concepts that apply to the design and use of computers, and to give "hands on" experience with Microsoft Office applications: Word, Excel, using Windows Operating System. And to teach basic internet usage and to print documents. Also, lab assignments will be combined for a comprehensive study. Students will be thoroughly tested on their ability to recall facts about computers and the use of applications.
Module Learning Outcomes	Upon successful completion of the program, you should have the skills to: 1. To provide an opportunity to study modern methods of information processing and their applications; 2. use computer applications software to solve problems like (MS Word, MS PowerPoint, and MS Excel) 3. Work effectively with various current, standard Office Productivity software applications. 4. To expose students to practical examples of the computer as a useful tool.

	5. To acquaint students with the proper procedures to create documents, worksheets, and presentations suitable for coursework, professional purposes, and personal use.

Learning and Teaching Strategies	
Strategies	The strategies to deliver this module can be as follows: Mid-term exam Final Exam

Module Evaluation				

Assessment Types		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
	Quizzes	4	16		
	Group works	3	6		
	Assignment	2	8		
	Report				
Summative assessment	**Midterm Exam**		20		
	Final Exam		50		
Total assessment			100% (100 Marks)		

Learning and Teaching Resources		
	Text	**Available in the Library?**
Required Texts	Microsoft word intermediate tutorial pdf •	
Recommended Texts	www.rgycsm.org/uploads/books/MICROSOFT-OFFICE-BOOK.pdf •	
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	