Kurdistan Region Government
Ministry of Higher Education
and Scientific Research
Erbil Polytechnic University

زانكۆی پۆلیتەكنیكی هەولێر
ERBIL POLYTECHNIC UNIVERSITY

Module (Course Syllabus) Catalogue

2022-2023

College/ Institute	Erbil technical administration college
Department	Accounting
Module Name	Computer (Excel)
Module Code	COM301
Degree	Technical Diploma ☐ Bachler ☐ High Diploma ☐ Master ✱ PhD ☐
Semester	Third
Qualification	MSc in Computer Science
Scientific Title	Lecturer Assistant
ECTS (Credits)	5
Module type	Prerequisite ☐ Core ✱ Assist. ☐
Weekly hours	3	
Weekly hours (Theory)	(0)hr Class	(0)Total hrs Workload
Weekly hours (Practical)	(3)hr Class	(125)Total hrs Workload
Number of Weeks	12
Lecturer (Theory)	
E-Mail & Mobile NO.	
Lecturer (Practical)	Nahla Arabi Hamdo
E-Mail & Mobile NO.	Nahla.hamdo@epu.edu.iq//07503833028
Websites	Epu.edu.iq

Course Book

Course Description	The course contains the main object of Microsoft excel and how treat with the worksheet including open and closed it, how to select cell and enter data in worksheet, edit and replace data in cell, zoom preview, and print a worksheet, formatting data table, applied some a counting function, using if function, using function library, editing and sorting, filtering, convert data table to graphic form using chart.
Course objectives	*At the completion of this course the student should be able to:* • Identify the different components of the Excel worksheet. • Differentiate between an Excel workbook & work sheet. • Use the Office Assistant • Open an existing workbook and create a new workbook • Enter text and formulas in to an Excel spreadsheet • Enhance alpha and numeric date in an Excel Worksheet • Move & copy alpha and numeric data • Construct formulas to manipulate numeric data in an Excel Worksheet • Create a spreadsheet to tabulate and record numeric values • Change the appearance of an Excel spreadsheet
Student's obligation	The students must be attendance and completion of all tests, exams, assignments, reports, essay.
Required Learning Materials	Used data show, PowerPoint and white board to explain the lecture.

		Task	Weight (Marks)	Due Week	Relevant Learning Outcome
Evaluation		Paper Review			
	Assignments	Homework	14%	1	They perfect the topic.
		Class Activity	2%		They understand the topic.
		Report	4%	2	They get more information about the topic.
		Seminar	10%	2	They become more confident in public speaking.
		Essay	4%	1	They improve their writing skill.
		Project	2%	2	They become more creative.

	Quiz	4%		Learn how to solve question of the topic.
	Lab.			
	Midterm Exam	60%		
	Final Exam	40%		
	Total	100%		

Specific learning outcome:	The benefit is to make the student familiar to use Microsoft excel 2013 interface. Also, the student will be effective in using Microsoft PowerPoint 2013.
Course References:	▪ http://www.homeandlearn.co.uk/excel2007_2010/s1p1.html ▪ Training for ICDL. ▪ Using many site and reference by internet searching.

Practical Topics	**Week**	**Learning Outcome**

Introduction to Microsoft excel 2013
   a- Excel 2013 information.
   b- Introduction to spreadsheet.
   c- Starting excel
   d- Opening an existing workbook.
   a- The interface (Ribbon, Access tool bar, explains all the other bar in the excel interface)
	1	The interface (Ribbon, Access tool bar, and explains all the other bar in the excel interface)

Excel basics
   a. define cell
   b. data entry.
   c. inserts data row and column.
   d- Arrangement the width and height of row and column.
   e. closing a work book.
   f. saving workbook.
	2	Cells properties, closing a work book, and saving workbook.

selecting cell
   a. Selecting a group of cells
   b. Selecting adjacent and non-adjacent cell
   c. Moving the active cell in a worksheet.
   d. Changing data in a cell.
   e. Adding a comment to the cell.
   f. Copy worksheet to the same or new workbook.
	3	Changing data in a cell, Adding a comment to the cell, and Copy worksheet to the same or new workbook.

Font Formatting a. Choosing a Font in Excel 2013		Currency symbols, How to Merge Cells,

b. Alignment panel. c. Currency Symbols in Excel d. How to Merge Cells e. Editing (How to use AutoFill) f. Paste Special in Excel 2013	4	Editing How to use AutoFill), and Paste Special in Excel 2013

Editing (sort & filter)
    a. Advance filter.
    b. Concatenation two string.
    c. Rank function.
	5	Advance filter, Concatenation two string, Rank function.

Conditional Formatting(rule)
    a. Using Data Bars(formatting)
    b. Using Colour Scales(formatting)
    c. Using Icon Sets
    d. Using Top/Bottom Rules
    e. Pivot table
	6	Using Conditional Formatting and pivot table.

Functions in Excel 2013
    a. Formula in Excel
    b. Functions (AutoSum,average,max,min,count)
    c. Subtotal (Dsum,daverage,dmax,dmin)
	7	Functions in Excel

function library
    a. The Date, Today, Days360 , Now and Weekday Functions
    b. validation rule
	8	function library

The IF Function a. Complex The IF Function	9	The IF Function and Complex the IF Function

CountIF in Excel
    a. SumIF
    b. Vlookup
	10	CountIF in Excel , SumIF and Vlookup

Sheet protection
    a. And and Or functions.
    b. Application of most of the previous functions in an example.
	11	Sheet protection and And and Or functions.

Create an Excel Chart
    a. Chart style
    b. Chart Layouts
    c. Changing the Chart Type
	12	Create an Excel Chart and its properties

d. How to Change the Chart Title **a.** Format Axis Titles		

Questions Example Design

Q1: Fill in the blanks: (10 marks)

1. A -------- is the instruction of the column ---------- and row ------------.
2. The cell reference is appearing in --------.
3. ---------- is a quick and easy to find and work with a -------- of data.
4. Logical If is used to test for more than one value it contains three parameters which are ----------
,---------- and ------------ .

	C	D	E	F	G	H	I	J
5	First Name of student	Second name	Full name	Date of birth	Country	Age	Gender	Average
6	Ali	Azad	Ali Azad	2/4/1990	Iraq		Male	80
7	Hero	Ahmed	Hero Ahmed	5/8/1990	UK		Female	90
8	Azad	Amar	Azad Amar	7/3/1995	UK		Male	60
9	Banar	Ahmed	Banar Ahmed	2/6/1991	Jordan		Female	89

Q2: Write the Equations only using the cell references to answer the questions: (20 marks)
1. Write any comment to the cell Age
2. Write the equation to write the full name.
3. Find the age of each student from birth till now.
4. How many Males in the list.
5. If the Average >= 90 change it to High ; otherwise low.
6. Find the summation of Average when Gender Female.
7. Find the average of all students.
8. Count how many numbers in the table.
9. Write the function that return the date and time.
10. Find the maximum average.

Extra notes: In addition to students giving seminar, I will give them comments and questions about their seminars.

External Evaluator