

**Module (Course Syllabus) Catalogue**

**2022-2023**

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| **College/ Institute**  | **Erbil Administrative Technical College** |
| **Department** | **Business Administration Techniques**  |
| **Module Name** | **Computer**  |
| **Module Code** | **COM304** |
| **Semester** | **Third Semester** |
| **Credits** | **4** |
| **Module type** | **Prerequisite Core Assist** **\*/** |
| **Weekly hours** | **3** |  |
| **Weekly hours (Theory)** | **(0) hr Class** | **(0) hr Workload** |
| **Weekly hours (Practical)** | **(3) hrs Class** | **(100) hrs Workload** |
| **Lecturer (Theory)** | **/** |
| **E-Mail & Mobile NO.** | **/** |
| **Lecturer (Practical)** | **Payman Mohammed Hasan** |
| **E-Mail & Mobile NO.** | **Payman.hasan@epu.edu.iq** |

**Course Book**

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| **Condition and policy** | The purpose of this information is to assist students in understanding proper classroom behaviour. The classroom should be a learning-cantered environment in which faculty and students are unhindered by disruptive behaviour. You are a college student and are expected to act in a mature manner and to be respectful of the learning process, your instructor and your fellow students. Faculty members have the authority to manage their classrooms to ensure an environment conducive to learning.* **Take responsibility for your education.**
* **Attend every class.**
* **Get to class on time.**
* **Do not have private conversations.**
* **Turn mobile phones off.**
* **Do not dominate other students' opportunity to learn by asking too many questions.**
* **Respect your instructor.**
* **Your classmates deserve your respect and support.**
* **Come to class prepared.**
* **Turn in your work on time.**
* **Do not bring children to class.**
* Cheating (or Plagiarism) on assignment/exam will result in “Failure”.
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| **Course objectives** | learn how to starting work on Microsoft Excel Windows of excel work entering in a worksheet, selecting cells and inserting row and column into a worksheet, deleting and adjusting rows and columns, move, deleting, editing cell contents with data undo and redo moving, sorting data searching and replacing data, adding border in cells formatting the background aligning cell contents, basic functions formulas and filtering of data, worksheet margin, worksheet Heather and footer, scaling worksheet, how to create a chart with examples, Introducing to presentation PowerPoint Windows, zoom help system, navigation between slides, inserting new slide, undo and redo, bulleted slide, creating blink slide, change the layout of a slide, themes changes the font type and size, colour shadow effect, creating a table, Table style and effects, inserting a clip art, insert shapes, smart art, chart, moving, coping, deleting, hiding and showing slides setup, printing slides and templates.  |
| **Student's obligation** | The students are obliged to attend the lab sessions. Throughout the course students will be tested through quizzes, assignments, lab tests. |
| **Assessment scheme** | ‌24% Mid Term (Theory and practical)8% Quiz26% Assignment (report, project, homework, seminar.)40% Final Exam |
| **Course References‌** | [**http://www.sarv.ee/ftp/henn/Excel/Step/MS%20Excel%202010%20Step%20by%20step.pdf**](http://www.sarv.ee/ftp/henn/Excel/Step/MS%20Excel%202010%20Step%20by%20step.pdf) |
| **Practical Topics**  | **Week** | **Learning Outcome** |
| **Microsoft Excel 2010** | **1-4** | learn how to starting work on Microsoft Excel Windows of excel work entering in a worksheet, selecting cells and inserting row and column into a worksheet, deleting and adjusting rows and columns, move, deleting, editing cell contents with data undo and redo moving, sorting data searching and replacing data, adding border in cells  |
| **Microsoft Excel 2010** | **5-8** | formatting the background aligning cell contents, basic functions formulas and filtering of data, worksheet margin, worksheet Header and footer, scaling worksheet, how to create a chart with examples. |
| **Microsoft PowerPoint** | **9-12** | Introducing to presentation PowerPoint Windows, zoom help system, navigation between slides, inserting new slide, undo and redo, bulleted slide, creating blink slide, change the layout of a slide, themes change the font type and size, colour shadow effect, creating a table, Table style and effects, inserting a clip art, insert shapes, smart art, chart, moving, coping, deleting, hiding and showing slides setup, printing slides and templates. |
|  **Questions Example Design** Q1/ How many cells contain the number (50)?

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| **Item** | **Amount** |
| Bread | 50 |
| Donuts | 100 |
| Cookies | 40 |
| Cakes | 50 |
| Pies | 20 |

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