

Ministry of Higher Education and Scientific research



English Department

College of Basic Education

University of Salahaddin-Hawler

Subject: Advanced Computer Skills

Course Book – Master (1st semester)

Lecturer's name: Hazhar Talaat Abubaker Blbas (Ph.D.)

Academic Year: 2023-2024

Course Book

1. Course name	Advanced Comoter Skills
2. Lecturer in charge	Hazhar T. A. Blbas
3. Department/ College	English/Basic Education
4. Contact	e-mail: hazhar.abubaker@su.edu.krd
5. Time (in hours) per week	Theory: 1 Practical: 2
6. Office hours	Tuesday: 11:30-1:30 &
7. Course code	
8. Teacher's academic profile	<p>Hazhar Blbas is a lecturer in Statistics Department in College of Administration and Economics at Salahaddin University Erbil. He gained his bachelor degree in Statistics Department at Salahaddin University and he was the third student among 132 students with average 85.516 in 2007. He has taught several classes as assistantship in this department during four years. He gained master degree scholarship in Applied Statistics at University of Central Florida in the United States of America with GPA 3.425 out of 4 on May 2014. After finishing his master degree, he came back to home to serve his country as much as he could and he has been working in several universities such as Salahaddin University, Tishk International University, Knowledge University, and Cihan University and he has taught several classes such as Principle of Statistics, Applied Statistics, Sampling, Survey, Regression Models, SPSS, and Academic Debate. He gained a Ph.D. in Applied Statistics at Salahaddin University on October 2022.</p> <p>He is a founder of STAT Office for Statistical Data Analysis and Training, in this center they will</p>

	<p>help all undergraduate and graduate students in writing their thesis or dissertation especially in practical section. In STAT Office, he has worked with several master and PhD students as external supervisor. Hazhar Blbas also has supervised several final projects of Bachelor in his main filed.</p> <p>Hazhar Blbas has published 17 papers, five of them in Scopus and one of them in Thomson Reuters and he has 123 citations from now. Also he has written one academic book entitled Elementary of Statistics by English Language which is helpful for all students who study in Statistics Department or in different major.</p> <p>Finally, he is an Editorial Board Member in several international journals.</p>
<p>9. Keywords</p>	<p>Word, Excel, Internet, and Power point</p>
<p>10. Course overview: Society has seamlessly integrated computers and digital devices into various aspects of life, from educational institutions and homes to workplaces. Possessing fundamental computer skills has become a necessity for navigating the modern world. In college, students acquire essential computer knowledge, enabling them to perform tasks such as sending emails, conducting online research, creating word processing documents, and developing presentations. Word processing programs offer diverse features that prove valuable depending on the academic course. Students also familiarize themselves with programs like Excel, especially for creating tables and charts while they need during writing thesis.</p> <p>These skills not only contribute to success in college but also extend into the professional realm. Proficiency in computer literacy opens doors to various opportunities. Students learn to create and manage Word documents, organize data in tables, perform calculations, generate graphs and charts, manage email inboxes, and automate email processes. In today's job market, Microsoft Office skills are widely expected across diverse industries, making them a valuable asset for job seekers. Even a basic level of proficiency in these skills enhances job prospects and increases the likelihood of consideration for various roles.</p>	
<p>11. Course objective: There are variant important tests that students have to learn in this course before they go to the next stages. Students can learn these things in below.</p>	

- Introduce the fundamentals of computing devices
- Provide hands-on use of Microsoft Office applications Word, Excel, and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills.
- Recognize when to use each of the Microsoft Office programs to create professional and academic documents.
- Use Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards.

12. Student's obligation

Students should be follow these requirements in the class:

- Come to the class on time.
- Bring their lectures and laptops to the class in every day.
- Cheating will not be tolerated
- Using Social media is not allowed during the class
- Missing quizzes will not be repeated
- Bring their homework on time.

13. Forms of teaching

We use different methods of teaching in this course such as PowerPoint Presentation to show them the headings as well as using white board to explain each example clearly. After each subject, I will divide students to different groups and asked them to practice a specific problem together on their laptops.

Furthermore, in the beginning of each class, I will make a quick review for the previous class and asked most of the students to know how much they understand in the last class, and then I will continue the new lecture. Finally, during the teaching class, I have asked some question for most of the students because I would like to participate all the students in my class.

14. Assessment scheme

Midterm exam: 20 % marks.

Report and presentation 20% marks

Assignments and participations 10 % marks.

Final exam: 50 % marks.

The examination schedule will be announced by the exam board of the department of English.

15. Student learning outcome:

In the end of this course students will learn:

1. General student knowledge (typing ability, excel, PowerPoint, data analysis, etc.)
2. How to use Microsoft word especially during writing their thesis?
3. Students would be familiar with all the guidelines for writing thesis at Salahaddin University
4. Students would be familiar how to use Microsoft excel.

16. Course Reading List and References:

1. PowerPoints Slides for whole semester
2. Microsoft Office 2016 Step by Step, Joan Lambert and Curtis Frye, Microsoft Press,2015.
3. Microsoft Office Home and Student 2013 Step by Step, Beth Melton, Mark Dodge, Echo Swinford, Ben Schorr, Microsoft Press, 2013

17. COURSE CONTENT

Microsoft Word

The word window, Save, Save as, Print, Font Attributes, Change Text Case, Page Numbers, Headers and Footers, Sections Break.

Paragraph Formatting, Borders and Shading, Bullets and Numbers, Columns form Layout Tab, Text Alignment, Paragraph Indents, Line and Paragraph Spacing, Styles, creating a First-Line Indent with the Ruler, Hanging Indent, Text Highlighting, Insert Cover Page, Find and Replace.

Insert Picture, Insert Shapes, Insert SmartArt, Insert Charts, Create Table, Merge and Split Cells, formatting a Table, Sorting and Applying Formulas, Insert Symbols, Insert equation.

Inserting Comments, How to delete one comment, How to delete ALL comments together, Reviewing Pane, Show Markup.

Inserting Tracking, Tracking Changes, How to accept or reject all TRACKING, How to delete sentence, Markup Views.

Inserting Footnotes, add first footnote in the end of the first sentence, keep adding the 2,3,4 footnotes in the same page.

Creating Table of Content.

Caption Figures and Tables, make a list of Tables, make a list of figures.

Margins of Paper, change measurement form Inch to Centimetre.

Referencing and Hyperlink Citation, Salahaddin University uses HARVARD Style, Article Referencing in Harvard Style, Book Referencing using Harvard Style, Internet (Academic Online) Referencing in Harvard Style.

Microsoft Excel

- Electronic Spreadsheets – concept, packages, creating, editing and saving a spreadsheet with MSEXCEL Practical team work
- Work with a spreadsheet (EXCEL) of in-built Statistical and other functions and writing expressions,

Practical team work

- Creating Data Analysis option in Tools Menu, Chart wizard, functions (auto sum, average max, minimum, count and more functions)

Practical team work

- Use of Data Analysis Tools – Correlation and Regression, t-test for two samples, Creating Graphs

Practical team work

Microsoft power point (One Week)

- Open, Open new slide, slide layout, how to type in slides, Insert slides, new slide, slide number, diagram, and chart.
- Design, select slide design, change design,
- Use insert list and make animation to your slide.
- Seminar preparation by MS. PowerPoint

Practical team work

18. Practical Topics (If there is any)	
We do not have any practical lessons at all.	
19. Examinations: Assignment 1 Establish a word file including the following statements 1- Title page, Acknowledgment, Dedication, Table of Content (Roman Number) 2- Chapter 1: Three pages as an Introduction (Arabic Number start from 1 to 3) 3- Chapter 2: wo pages as Methodology (Arabic Number start from 4 to 5) 4- Chapter 3: Five pages as a Result (Arabic Number start from 6 to 10)	

5- Chapter 4: Three pages as a Conclusion and Recommendation ((Arabic Number start from 11 to 13)

6- Two pages as a Reference (Arabic Number start from R14 to R15)

Also create one blank page without numbers between each chapters

Write 3 comments from the Introduction page

Create 3 Tracking from the Introduction page

Adding three FOOTNOTES from the first page in Introduction

Adding two FOOTNOTES from the second page in Introduction

20. Extra notes:

Final exam will be determined by the exam board of the college.

Notice that, this syllabus may be subject to changes; we may take either longer or shorter time to finish them.

21. Peer review

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