



**Department of Business Administration**

**College of Administrative and financial science**

**University of Cihan**

**Subject: Computer Application**

**Course Book – Year 2, First Semester**

**Mustafa Othman Alsaigh<sub>MSc</sub>**

**Academic Year: 2015/2016**

# Course Book

<b>1. Course name</b>	<b>Mustafa Othman Alsaigh</b>
<b>2. Lecturer in charge</b>	
<b>3. Department/ College</b>	<b>Department of Business Administration College of Administrative and financial science</b>
<b>4. Contact</b>	<b>e-mail: mustafa_alsaigh@hotmail.com</b>
<b>5. Time (in hours) per week</b>	<b>Theory: 1 Practical: 2</b>
<b>6. Office hours</b>	<b>8am to 2pm during working days</b>
<b>7. Course code</b>	<b>BAD32102</b>
<b>8. Teacher's academic profile</b>	<b>mustafa_alsaigh@hotmail.com</b>
<b>9. Course overview:</b> In this course the student will first review the Microsoft Excel 2007 skills that they learned in the 1st year, and then advance topics related to Microsoft Excel 2007 specialized for accounting major will be gained, after that the student will learn Microsoft Access 2007, and finally a fast review to Microsoft PowerPoint 2007.	
<b>10. Course objective:</b> As the world devoted more and more into technology in our daily life, the accounting majors had to have the needed computer skills to do their daily work, and Excel and Access are the most important software that each accountant need to know.	
<b>11. Student's obligation</b> <ul style="list-style-type: none"> <li>• Attend all lectures</li> <li>• Commitment to perform examinations</li> <li>• Abide by the rules and the system of the university</li> </ul>	
<b>12. Student learning outcome:</b> After completing this course each student must understand:- Creating and modifying Excel Worksheets Adding and modifying Equations and Numbers to Excel Worksheets Creating and Modifying Access Database Creating and Modifying PowerPoint Presentations Prepared for ICDL v5 Microsoft Office Exams	

### **13. Course Reading List and References:**

- **Computer applications – Dr. El Zuby, Second edition 2011**
- **Excel for accounting , Conrad Carlberg , CPA911 Publishing , 1st edition 2007**
- **Using Excel and Access for accounting , Glenn Owen , 2nd edition 2008**

### **14. The Topics:**

- **Chapter 1: Microsoft Excel 2007**
- **Microsoft Excel Introduction –Spread Sheet**
- **Starting Excel-Elements of Excel Windows-Worksheets- Creating and saving new Workbook- saving a workbook to use in older version – closing a workbook**
- **Entering data – Editing a cell – Inserting and Deleting Row and Column –adjusting Rows Height – adjusting Column width – hide – unhide – Freezing titles – merge cells**
- **Find and Replace – Sort and filter data- Align contents in a cell adding and changing borders- fill cells with colour Arithmetic operations- Formulas**
- **Maximum and Minimum Values – conditional Formatting**
- **Creating Charts, Pivot Tables – Worksheet orientations – printing a worksheet**
- **Chapter 2: Microsoft Access 2007**
- **Data base – importance of data base in accounting – type of data base systems- introduction to Microsoft access**
- **Tables , Records and Fields , Creating a Database , Creating and Modifying Tables , Data Types , Fields Properties , modifying tables and records , primary key , sorting and filtering , relationships , forms , queries , reports , exporting data**
- **Chapter 3: Microsoft Power Point 2007**
- **Microsoft Power point – presentation- how to open and close a presentation**
- **Set- up a new presentation – blanks and templates – adding text into a slide- add new slide- slides layout**
- **Moving through slides- slides backgrounds – adding colours to a text- adding clip art Duplicate a slide – change text appearance – adding objects Applying effects and animations – transition effect**
- **Printing presentation – starting a slideshow – self testing**