

Ministry of Higher Education and Scientific Research

Supervision and Scientific Evaluation Body


Department of Quality Assurance and Academic Accreditation



Course Description Form

Description Course	MS.Project
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This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he has made maximum use of the available learning opportunities. These characteristics have to be matched with the description of the program.

1. Educational Institution	Shatt Al-Arab University College 
2. Department / Center	Business Administration
3. Course Title /Code	MS.Project
4. Lecturer Name	Mustafa Taha Yaseen
5. Type of Teaching	Attendance Class
6. Academic Year /Term	Second Semester – Stage (3)
7. Total No. of Teaching Hours	

8. Date of Preparing this Course
Description

2-10-2022

9. Course Objectives

a. Providing students with the most important principles and basics of (MS.Project)

b. Teaching students how to apply (MS.Project)

c. Providing graduates with the necessary knowledge on (MS.Project)

d. Improving the administrative skills in the field of (MS.Project)

e. Providing graduates with the skills of education and creative learning.

10. Course Output, Methodology and Evaluation

(A) Cognitive Objectives

a. Enabling students to acquire knowledge and the art of (MS.Project)

b. Acquainting students with how to promote their personal knowledge.
c. Helping students to acquire knowledge in the art of I T (MS.Project)
d. Enabling students to sharpen their skills in the dynamic work environment.
e. Enabling students to invest their scientific abilities in their working place in the scope of (MS.Project)
f. Helping students to get the necessary knowledge to solve problems (MS.Project)

(B) Skill Objectives Related to the Program:

a. Scientific Skills
b. Leadership Skills
c. Skills Related to Administrative Work Challenges

Methods of Teaching and Learning

a. Using already- prepared lectures.

b. Using up-to-date data shows.
c. Homework
d. Adopting group discussions.

Methods of Evaluation

a. Oral tests
b. Monthly tests
c. Daily quizzes
d. Students' Regular Attendance

(C) Sentimental and Value Objectives

a. Realizing ethical objectives.
b. Commitment to university traditions.

c. Compliance with the University Instructions and the Ministry Regulations.

d. Promoting students' personal abilities in educational scopes and how to behave well with others.

Methods of Teaching and Learning

a. Lectures on university instructions.

b. Educational guidance lectures.

c. Continuous directing.

d. Visiting State and private institutions.

e. Showing practical cases.

Methods of Evaluation

a. Daily quizzes.

b. Classroom discussions and commitment to ethics and sublime values.

c. Special marks for class activities.

d. Monthly and quarterly evaluation.

D) General and Qualitative Skills (other skills related to the ability of employment and personal development)

a. Enabling students to acquire the skill and art of (MS.Project)
b. Enabling students to apply creative thinking in (MS.Project)
c. Enabling students to use modern methods of analysis and conclusions.
d. Enabling students on (MS.Project)

11. Course Structure

Week	No of Hours	Required Learning Output	Title of Subject	Teaching Method	Evaluation
1	3	student understands the subject	Familiarize yourself with the program and the main interface	<ul style="list-style-type: none"> <li style="text-align: right;">– lectures <li style="text-align: right;">– case study <li style="text-align: right;">–discussions 	<ul style="list-style-type: none"> <li style="text-align: right;">– oral tests <li style="text-align: right;">–questions

2	3	student understands the subject	Create and save a project in a ready-made template	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions
3	3	student understands the subject	Close the current project and open a project saved on the device	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions
4	3	student understands the subject	(project information)	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions
5	3	student understands the subject	Setup calender of the project	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions
6	3	student understands the subject	Save the project and create a task list	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions

7	3	student understands the subject	(splitting task) tasks to divide	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions
8	3	student understands the subject	Create relationships between tasks and types	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions
9	3	student understands the subject	Notes and merge files and the link	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions
10	3	student understands the subject	Create Resources	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions
11	3	student understands the subject	theory exam	<ul style="list-style-type: none"> - lectures - case study -discussions 	<ul style="list-style-type: none"> - oral tests -questions
12	3	student understands the subject	Variable cost and fixed cost	<ul style="list-style-type: none"> - lectures - case study 	<ul style="list-style-type: none"> - oral tests -questions

				-discussions	
13	3	student understands the subject	The critical missions	- lectures - case study -discussions	- oral tests -questions
14	3	student understands the subject	print settings	- lectures - case study -discussions	- oral tests -questions
15	3	student understands the subject	Practical exam	- lectures - case study -discussions	- oral tests -questions

12. Infrastructure

a. Textbooks	
b. References	A simplified guide to project management applications / prepared by: Abdel Salam Zidan and other summaries

<p>c. Recommended books and periodicals (journals, reports, etc.)</p>	
<p>d. Electronic references, internet websites, etc</p>	<p>The virtual library , the Internet , and international scientific research sites</p>

13. The Plan of Improving the Course

<p>a. Studying labor market needs.</p>
<p>b. Be informed of the experiences of other countries in the field of (MS.Project)</p>
<p>c. Be informed of research work published in national and international journals in the field of Principles of (MS.Project)</p>