Course Description Form

Description Course	Computer (2)

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	**Computer (2)**
4. Lecturer Name	Khalid A. Subber
5. Type of Teaching	Attendance Class
6. Academic Year /Term	Second Semester – Stage (1)
7. Total No. of Teaching Hours	45

8. Date of Preparing this Course Description	2-10-2022

9. Course Objectives

a. Providing students with the most important principles and basics of (Computer (2))
b. Teaching students how to apply (Computer (2))
c. Providing graduates with the necessary knowledge on (Computer (2))
d. Improving the administrative skills in the field of (Computer (2))
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 (Computer (2))
b. Acquainting students with how to promote their personal knowledge.
c. Helping students to acquire knowledge in the art of I T (Computer (2))
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 (Computer (2))
f. Helping students to get the necessary knowledge to solve problems (Computer (2))

(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 (Computer (2))
b. Enabling students to apply creative thinking in (Computer (2))
c. Enabling students to use modern methods of analysis and conclusions.
d. Enabling students on (Computer (2))

11. Course Structure

Week	No of Hours	Required Learning Output	Title of Subject	Teaching Method	Evaluation
1	3	student understands the subject	**Introduction to MS Word**	– lectures – case study –discussions	– oral tests –questions
2	3	student understands the subject	**Document interactivity**	– lectures – case study –discussions	– oral tests –questions
3	3	student understands the subject	**Events and work themes**	– lectures – case study –discussions	– oral tests –questions
4	3	student understands the subject	**General Settings**	– lectures – case study –discussions	– oral tests –questions
5	3	student understands the subject	**Special settings**	– lectures – case study –discussions	– oral tests –questions

6	3	student understands the subject	**Apps**	– lectures – case study –discussions	– oral tests –questions
7	3	student understands the subject	**Frames and decorations**	– lectures – case study –discussions	– oral tests –questions
8	3	student understands the subject	**Print page setup**	– lectures – case study –discussions	– oral tests –questions
9	3	student understands the subject	**Insertion techniques and mechanisms**	– lectures – case study –discussions	– oral tests –questions
10	3	student understands the subject	**Image acquisition mechanisms**	– lectures – case study –discussions	– oral tests –questions

11	3	student understands the subject	**Find, replace and cursor movement**	– lectures – case study –discussions	– oral tests –questions
12	3	student understands the subject	**Formatting techniques**	– lectures – case study –discussions	– oral tests –questions
13	3	student understands the subject	**Formatting techniques Applications**	– lectures – case study –discussions	– oral tests –questions
14	3	student understands the subject	**Tables**	– lectures – case study –discussions	– oral tests –questions
15	3	student understands the subject	**Logo design**	– lectures – case study –discussions	– oral tests –questions

12.Infrastructure

a. **Textbooks**	Microsoft office 2019 step by step
b. **References**	office 365 for dummies and Easy office 2016
c. **Recommended books and periodicals** (**journals**, **reports**, **etc**.)	Word –Fundamentals IT training
d. **Electronic references**, **internet websites**, **etc**	Templates.office.com

13. **The Plan of Improving the Course**

a. **Studying labor market needs**.
b. **Be informed of the experiences of other countries in the field of** (**Computer** (**2**))
c. **Be informed of research work published in national and international journals in the field of Principles of** (**Computer** (**2**))