**Ministry of Higher Education and Scientific Research**

**Supervision and Scientific Evaluation Body**

**Quality Assurance and Academic Accreditation Office**

**Course Description Sample**

**Subject:Electrical Machines**

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| This course description provides a concise summary of the main features of the course and the learning outcomes expected of the student, demonstrating whether the student has made the most of the learning opportunities available. It must be linked to the programme description. |

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| 1. Educational Institution | Shatt Al Arab University |
| 2. Department / Center | Medical Devices Technology Engineering |
| 3. Course Title /Code | MTU1005 |
| 4. Lecturer Name | **Assistant Lecturer Aya Abdul Hussein** |
| 5. Type of Teaching | Theory – Lab – Tutorial |
| 6. Academic Year /Term | 2024/2025 |
| 7. Total No. of Teaching Hours | 75 |
| 8. Date f Preparing this Course Description |  |

9. **Course Objectives**

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| Introduce students to the basic applications of Microsoft Office (Word, Excel, PowerPoint) and familiarize them with their interfaces and key features. |
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| Develop students’ proficiency in creating and editing documents, spreadsheets, and presentations using Microsoft Office tools. |
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10. **Course Output, Methodology and Evaluation**

. Demonstrate a strong understanding of Microsoft Word, Excel, and PowerPoint, including their key features, user interfaces, and common functions.

2. Effectively create, format, and manage documents in Microsoft Word, using styles, themes, page layout options, headers and footers, tables, images, and objects.

3. Use Microsoft Excel to enter and manipulate data, perform basic calculations using formulas and functions, sort and filter data, and create charts and graphs.

4. Develop proficiency in creating and editing slides, applying themes, templates, and multimedia elements, and using advanced features in Microsoft PowerPoint.

5. Use word processing techniques in Microsoft Word, including mail merge, document collaboration, creating professional documents, and managing references and citations.

6. Apply advanced data analysis skills in Microsoft Excel, including advanced formulas and functions, data validation, conditional formatting, and pivot tables.

7. Effectively collaborate and share documents using Microsoft Office features, such as sharing and co-authoring, comments and change tracking, and document protection.

(A) **Cognitive Objectives**

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| Understand Microsoft Office interfaces and key features: Students will learn the user interfaces and basic features of Word, Excel, and PowerPoint.  Advanced document formatting and management knowledge: Students will learn advanced formatting, layout, and document collaboration techniques in Microsoft Word.  Understand spreadsheet operations: Students will be able to understand basic and advanced functions of Excel, such as data entry, formulas, and data analysis tools such as PivotTables.  Understand presentation techniques: Students will gain knowledge of PowerPoint features, including slide design, transitions, animations, and multimedia integration.  Awareness of collaboration tools: Students will learn how to collaborate on documents using Microsoft Office sharing, co-authoring, and document protection tools. |

(B) **Skill Objectives Related to the Program**:

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| Create and format documents in Microsoft Word: Students will gain the ability to create, format, and manage professional Word documents, incorporating text, images, and objects.  Manipulate and analyze data in Microsoft Excel: Students will practice entering, organizing, and analyzing data using basic and advanced Excel functions, charts, and graphs.  Design and deliver presentations in PowerPoint: Students will learn how to design effective presentations, apply themes and templates, and enhance slides with multimedia and animation.  Advanced Excel and Word features: Students will master advanced tools such as PivotTables, mail merge, conditional formatting, and collaboration features in both Word and Excel.  Collaborate and share: Students will gain skills in sharing, co-authoring, and document protection across Microsoft Office applications. |

**Methods of Teaching and Learning**

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| 1-Lecturers.  2-Class discussion.  3-Lab Experiments.  4-Researchs.  5-Homework. |

**Methods of Evaluation**

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| **Number calendar element degree**  1-Examinations.  2-Lab Experiments.  3-Quizz.  4-Oral Exam.  5-Researchs. |

(C) **Sentimental and Value Objectives**

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**Methods of Teaching and Learning**

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**Methods of Evaluation**

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

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11. **Course Structure**

**(In the table of course weekly outline)**

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| **Week** | **No of Hours** | **Required Learning Output** | **Title of Subject** | **Teaching Method** | **Evaluation** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
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12.**Infrastructure**

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| a. Textbooks | M. E. Vermaat, S. M. Freund, C. Hoisington, and E. Schmieder, "Microsoft Office 365 & Office 2019: Introductory," Boston, MA: Cengage Learning, 2020. |
| b. References | [Triad Interactive, Inc., "Microsoft Office 2019: A Skills Approach," Boston, MA: Cengage Learning, 2019. |
| c. Recommended books and periodicals (journals, reports, etc.) |  |
| d. Electronic references, internet websites, etc | The Collage E-Library |

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

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| 1.Add new programs 2. Add advanced skills 3. Link the program together to perform specific tasks |