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| **Course Lecturer** | Anees Basil Abdulkareem | | | | |
| **e-mail** | Anees.basil@sa-uc.edu.iq | | | | |
| **Subject** | Administrative and office applications in the field of business using Excel | | | | |
| **Course Coordinator** | Third stage-second semester | | | | |
| **Course Objectives** | This course provides an introduction to some of the basic principles in Microsoft project, familiarize students on how to use the program for project management | | | | |
| **Course Descriptions** | Allows the students to learn how to implement Microsoft project in project management | | | | |
| **Textbooks** |  | | | | |
| **References** |  | | | | |
| **Course Assessment** | Exam Grade | **Homework Grade** | **Attendance Grade** | **Cumulative Grade** | **Final Exam** |
| 20 | 10 | 10 | 40% | 60% |
| **General Notes** |  | | | | |

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| **Week** | **Date** | **Number of Hours** | **Topics Covered** | **Notes** |
| **1** | **30 Jan 2024** | **3** | User Interface |  |
| **2** | **6 Feb 2024** | **3** | Creating and saving a project in a template |  |
| **3** | **13 Feb 2024** | **3** | Closing and opening saved projects |  |
| **4** | **20 Feb 2024** | **3** | Project information |  |
| **5** | **27 Feb 2024** | **3** | Project calendar setup |  |
| **6** | **5 Mar 2024** | **3** | Saving the project and creating a task menu |  |
| **7** | **12 Mar 2024** | **3** | Splitting tasks |  |
| **8** | **19 Mar 2024** | **3** | Creating relationships between tasks |  |
| **9** | **26 Mar 2024** | **3** | Notes and combining files |  |
| **10** | **2 Apr 2024** | **3** | Creating resources |  |
| **11** | **9 Apr 2024** | **3** | Exam |  |
| **12** | **16 Apr 2024** | **3** | Changing cost and consistent cost |  |
| **13** | **23 Apr 2024** | **3** | Crucial tasks |  |
| **14** | **30 Apr 2024** | **3** | Print settings |  |
| **15** | **7 May 2024** | **3** | Exam |  |