

**Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department**



Course description for Computer/Power Point

2024/3/17

Signature:
Head of Department Name:
Prof: Hadi Abdul-Wahab Al-Abrow
التاريخ: 2024/3/17

Signature:
Scientific Associate Name:
Date:

Course description for Computer/Power Point

1. Course Name					
Computer/Power Point					
2. Course Code:					
3. Semester / Year					
Semester					
4. Description Preparation Date:					
2024/3/17					
5. Available Attendance Forms:					
Weekly/theoretically					
6. 6. Number of Credit Hours (Total) / Number of Units (Total)					
Total number of hours = 45 hours / number of units = 3					
7. Course administrator's name (mention all, if more than one name)					
zaid.majid@uobasrah.edu.iq : الأيميل thaer.khashan@uobasrah.edu.iq : الأيميل		Asst Prof: Zaid Sadik Majid Lecturer : Thaer khalf khashan			
.8 . Course Objectives					
Providing the student with the knowledge required to design projects on the PowerPoint program for the purpose of achieving a goal, and enabling the student to address the audience by designing a set of slides with the aim of .conveying scientific material or a specific announcement					Course Objectives
9. Teaching and Learning Strategies					
1- Lectures 2- Style of dialogue and discussions 3- Brainstorming method 4- Reports 5- Data show means -6Analysis of case studies					Strategy
10. Course Structure					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1	3	Practical/theoretical	Introduction to Microsoft PowerPoint 2010	Lectures	Interaction, answering questions and discussion
2	3	Practical/theoretical	File tab – print slides	Lectures	Interaction, answering questions and discussion
3	3	Practical/theoretical	Home page - Calligraphy collection	Lectures	Interaction, answering questions and discussion
4	3	Practical/theoretical	Paragraph group – number group	Lectures	Interaction, answering questions and discussion
5	3	Practical/theoretical	Slideshow tab View tab	Lectures	Interaction, answering questions and discussion
6	3	Practical/theoretical	Direction set	Lectures	Answer exam questions
7	3	Practical/theoretical	Insert objects	Lectures	Answer exam questions
8	3	Practical/theoretical	Insert a screenshot	Lectures	Interaction, answering questions and discussion
9	3	Practical/theoretical	into the presentation	Lectures	Interaction, answering questions and

					discussion
10	3	Practical/theoretical	Media group Insert sound	Lectures	Interaction, answering questions and discussion
11	3	Practical/theoretical	Insert sound	Lectures	Interaction, answering questions and discussion
12	3	Practical/theoretical	Previews group	Lectures	Interaction, answering questions and discussion
13	3	Practical/theoretical	Custom powertrain	Lectures	Interaction, answering questions and discussion
14	3	Practical/theoretical	Timing set	Lectures	Interaction, answering questions and discussion
15	3	Practical/theoretical	Exam	Lectures	Answer exam questions

.11 Course Evaluation

Participation in lectures, posts, and discussions = 5

Daily attendance = 5

First exam rating = 15

Second exam rating = 15

Practical exam rating = 10

Final rating = 50

.12 Learning and Teaching Resources

	Required textbooks (curricular book if any)
Abboud, Ziyad Muhammad, and others (2016) "Computer Basics and Its Office Applications - Part Three"	Main references (sources)
	Recommended books and references (scientific journals, reports...)

	Electronic References, Websites
--	---------------------------------