Course description template programming

Course description

This course description provides a summary of the most important characteristics of the course and the learning outcomes that the student is expected to achieve, demonstrating whether he or she has made the most of the learning opportunities available. It must be linked to the program .description

WARITH AL-ANBIYAA UNIVERSITY	1. Educational institution
School of Law	2. Scientific department center /
ProgrammingWLW-20-08	3. name / code
My presence	4. Available attendance forms
annual	5. Semester / year
60 hour	6. Number of study hours (total)
2024/15/4	7. Date this description was prepared

8. Course objectives

Teaching the student to be familiar with the basic rules for dealing with and managing a computer to help him complete projects
Printing matters, preparing statistics and graphs, creating presentations and designing engineering plans
The emergence of the Internet as a means of communication available to everyone has become very necessary for students to learn to use

The role of the Internet in many fields, including education, scientific research, trade and marketing
. Correspondence Electronics , web pages, and electronic speech
Uses of text editing and modification and learning the most important skills that benefit the student in his practical career

9. Course outcomes and teaching, learning and evaluation methods
A - Cognitive objectives A١- Familiarity with computer software A٢- Getting to know the Internet A٣- Identify the most important software developments -A٤ -A٥ -A٦
B - The skills objectives of the course B 1 – Using Excel B٢ – Use the Rose program B٣ – Using an internet browser B٤- Working on the operating system
Teaching and learning methods
Using theoretical lectures, application through the practical laboratory, and visits to centers specialized in information technology
Evaluation methods
- Daily tests - Homeworks - Practical exam - Monthly exam - The exam is mid-year The exam is at the end of the year -

D - Transferable general and qualifying skills (other skills related to employability and personal development).

D1-

D2-

D3-

D4-

10. Course structure					
Evaluation method	Teaching method	Name of the unit / topic	Required learning outcomes	hours	the week
Theoretical exam Practical cuz Sumner	Theoretical lectures Practical lectures	The most important uses ofexcel		60 hours	٣٠ weeks
		main screen			
		listfile			
		home.list			
		insert menu			
		Equations			
		Sum function			
		average function			
		Functionmax, min			
		Charts			
		Calculating ratios			

11. Infrastructure	
1- Required textbooks: Computer basics and office applications, Part TwoMicrosoft Office 2010 / Ministry of Higher Education and Scientific Research	1- Required prescribed books

a. Eng. Ziad Muhammad Abboud, A. Ghassan Hamid Abdel Majeed, Dr. Mustafa Diaa Al-Hassani	
Microsoft PowerPoint 2010 Step by Step(448 pages; Print)	2- Main references ((sources
ISBN: 978-0-7356-2691-1), by Joyce Cox and Joan Lambert, Beginning Microsoft Word 2010, by Ty Anderson, Guy Hart-Davis PowerPoint 2010 AdvancedSlides , Animation and Layouts. Stephen Moffat, The Mouse Training	1) Recommended books and references (scientific journals (..... ، reports ،
	2) Electronic references, Internet ... ،sites

12. Course development plan