1. Course Name:
Computer applications
2. Course Code:
MUC224
3. Semester / Year: 2025- 2026
Semester / Year:
4. Description Preparation Date:
14/12/2025
5. Available Attendance Forms:
Weekly (Theory: 1 hours, Practically: 2 hours)
6. Number of Credit Hours (Total) / Number of Units (Total)
Theory: 15 Hours Practically: 30 hours Total: 45 hours Total Units: 3
7. Course administrator's name (mention all, if more than one name)
Name: Dr. Yusra Mohammed kwyja Email: yusra.mohammed@muc.edu.iq

8. Course Objectives	
Course Objectives	1.To provide an overview of Microsoft Word, Excel, and PowerPoint, and familiarize students with their key features and user interfaces. 2. To develop essential skills in creating, saving, and opening documents in Microsoft Word, including formatting text and paragraphs and working with styles and themes. 3. To explore advanced features in Microsoft Word, such as page layout options, working with headers, footers, and page numbers, and incorporating tables, images, and objects. 4. To introduce spreadsheets and worksheets in Microsoft Excel, and develop students' skills in data entry, manipulation, and basic formulas and functions. 5. To delve into advanced Microsoft Excel features, including working with ranges and cells, sorting and filtering data, and creating charts and graphs. 6. To guide students in creating and editing slides in Microsoft PowerPoint, applying themes and templates, and adding text, images, and multimedia elements. 7. To explore advanced PowerPoint features, such as slide transitions, animations, using SmartArt and shapes, and utilizing presenter tools and slide show options. 8. To teach word processing techniques in Microsoft Word, such as mail merge, docum collaboration, creating professional documents, and managing references and citations

9. Teaching and Learning Strategies	
Strategy	The learning and teaching strategies employed in the applied mathematics module are designed to facilitate active engagement, critical thinking, and practical application of mathematical concepts. The following strategies are commonly used: 1. Lectures: Lectures serve as the primary mode of content delivery, where instructors present key concepts, theories, and techniques. Lectures may include visual aids, examples, and demonstrations to enhance understanding and provide real-world context. 2. Interactive Discussions: Interactive discussions encourage student participation and facilitate deeper understanding of the material. Students are encouraged to ask questions, share their insights, and engage in discussions on specific topics or problem-solving strategies.

	3. Problem-solving Sessions: Problem-solving sessions allow students to apply mathematical principles to solve a variety of problems. These sessions may be conducted in groups or individually, allowing students to collaborate, exchange ideas, and develop problem-solving skills. 4. Practical Exercises: Practical exercises involve hands-on application of mathematical concepts through computational tasks, modeling exercises, or simulations. These exercises reinforce theoretical knowledge and help students develop proficiency in using mathematical tools and software. 5. Case Studies and Real-world Applications: Case studies and real-world applications demonstrate the relevance of mathematics in various fields. Students analyze and solve mathematical problems based on real-life scenarios, enabling them to connect theoretical concepts with practical applications. 6. Computer-based Learning: Computer-based learning resources, such as online tutorials, interactive simulations, and mathematical software, are utilized to enhance students' understanding and proficiency in applying mathematical techniques.

1. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	Th.:1 Pr.: 2	Introduction to Microsoft Office Sui	Introduction	Lect. & Lab.	Exam
2	Th.:1 Pr.: 2	Microsoft Word Bas	Microsoft Word Basics	Lect. & Lab.	Quiz
3	Th.:1 Pr.: 2	Advanced Microsof Word Features	Advanced Microsoft Word Features	Lect. & Lab.	Homework
4	Th.:1 Pr.: 2	Microsoft Excel Bas	Microsoft Excel Basic	Lect. & Lab.	Exam
5	Th.:1 Pr.: 2	Advanced Microsoft Excel Features	Advanced Microsoft Excel Featu	Lect. & Lab.	Quiz
6	Th.:1 Pr.: 2	Microsoft PowerPo Basics	Microsoft PowerPoint Basics	Lect. & Lab.	Homework
7	Th.:1 Pr.: 2	Mid Exam +		Lect. & Lab.	Exam
8	Th.:1 Pr.: 2	Word Processing Techniques in Microsoft Word	Word Processing Techniques in Microsoft Word	Lect. & Lab.	Quiz
9	Th.:1 Pr.: 2	Data Analysis in Microsoft Excel	Data Analysis in Microsoft Excel	Lect. & Lab.	Homework
10	Th.:1 Pr.: 2	Presentation Desig in Microsoft PowerPoint	Presentation Design in Microsof PowerPoint	Lect. & Lab.	Exam
11	Th.:1 Pr.: 2	Collaboration and Sharing in Microsof Office	Collaboration and Sharing in Microsoft Office	Lect. & Lab.	Quiz
12	Th.:1	Automating Tasks i Microsoft Office	Automating Tasks in Microsoft Office	Lect. &	Homework

	Pr.: 2			Lab.	
13	Th.:1 Pr.: 2	Integrating Office Applications	Integrating Office Applications	Lect. & Lab.	Exam
14	Th.:1 Pr.: 2	Advanced Tips and Tricks	Advanced Tips and Tricks	Lect. & Lab.	Quiz
15	Th.:1 Pr.: 2	Final Projects and Review	Final Projects and Review	Lect. & Lab.	Homework

2. Course Evaluation

The grade distribution is as follows:
Assessment: Formative 40 marks, Monthly exam 10 marks
Final exam: Theory 40 marks, Practical 10 marks

3. Learning and Teaching Resources

Required textbooks (curricular books, if a	M. E. Vermaat, S. M. Freund, C. Hoisington, and E. Schmied "Microsoft Office 365 & Office 2019: Introductory," Boston, M Cengage Learning, 2020.
Main references (sources)	
Recommended books and references (scientific journals, reports…)	Triad Interactive, Inc., "Microsoft Office 2019: A Skills Approac Boston, MA: Cengage Learning, 2019.
Electronic References, Websites	The Collage E-Library

Course Description Form

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