Microsoft Word 2010 Course Description Sample

1.	Course Name:
Microsoft Word 2010	

2.	Course Code:
WBA-21-08	

3.	Semester/Year:
The first course	

4.	Date of preparation of this description:
2/9/2024	

5.	Available Forms of Attendance:
Came	

6.	Number of Hours (Total) / Number of Units (Total):
3 Hours / 3 Units	

7.	Course Administrator Name
Name: Eng. M. Tabarak Halim Nomas Email: tabark.haleem@uowa.edu.iq	

8. Course Objectives

✓ Providing students with basic and advanced skills in word processing using Microsoft Word. ✓ Enabling students to create professional documents according to modern formatting standards. ✓ Enhanced ability to manipulate tables, images, and charts within documents. ✓ Develop spelling and grammar checking skills and improve the quality of writing. ✓ Enable students to prepare documents for printing and electronic publishing.	Course Objectives

9. Teaching and Learning Strategies

✓ Theoretical lectures supported by presentations. ✓ Practical lecture and application within laboratories. ✓ Promoting the use of technology in teaching. ✓ Small projects and individual reports. ✓ Teamwork and preparation of joint documents. ✓ Self-paced learning using e-resources	**Strategy**

10. Course Structure					
Evaluation Method	**Learning Method**	**Name of Unit or Topic**	**Required Learning Outcomes**	**Hours**	**Week**
daily	Theoretical and practical	Run Microsoft Word	Run Microsoft Word		**1**
daily	Theoretical and practical	Program Home Page Tab	Program Home Page Tab	3	**2**
daily	Theoretical and practical	Insert Tab	Insert Tab	3	**3**
daily	Theoretical and practical	Tabing and page layout	Tabing and page layout	3	**4**
daily	Theoretical and practical	References tab	References tab	3	**5**
daily	Theoretical and practical	View tab	View tab	3	**6**
examination	Theoretical and practical	examination	examination	3	**7**
daily	Theoretical and practical	Artificial Intelligence	Artificial Intelligence	3	**8**
daily	Theoretical and practical	Internet Basics	Internet Basics	3	**9**
daily	Theoretical and practical	Internet Explorer	Internet Explorer	3	**10**
daily	Theoretical and practical	Web Addresses	Web Addresses	3	**11**
daily	Theoretical and practical	Data Transfer Rate	Data Transfer Rate	3	**12**
daily	Theoretical and practical	Use of Search Engines	Use of Search Engines	3	**13**
daily	Theoretical	The Impact of	The Impact of	3	**14**

	and practical	Computers and the Internet on Our Lives	Computers and the Internet on Our Lives		
examination	Theoretical and practical	examination	examination	3	**15**

11.	Course Evaluation

Distribute the score out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, and written exams, and reports..... etc
I.   Class Preparation and Participation: 10 marks
II.   First Theory Test: 15
III. First Practical Test: 5
IV. Second Theoretical Test: 15
V.   Second Practical Test: 5 Marks
VI. Final Exam: 50
VII.   Total = 100 Marks

12.	Learning and Teaching Resources

Electronic Computing Center / Al-Mustansiriya University Online Resources	**Required Textbooks**