

## Course Description Form

<b>1. Course Name:</b>	
Word Processing	
<b>2. Course Code:</b>	
<b>3. Semester / Year:</b>	
The first and second semester / second stage	
<b>4. Description Preparation Date:</b>	
2024/ 2/28	
<b>5. Available Attendance Forms:</b>	
Class attendance	
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>	
Number of units (4) / Four hour in week	
<b>7. Course administrators name (mention all, if more than one name)</b>	
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<b>8. Course Objectives:</b>	
<b>Course Objectives</b>	<p>By the end of the lesson, the student will be able to:</p> <ul style="list-style-type: none"> <li>- - Defines the concept of Word Processing, creating tables, preparing texts, and mastering commands for word processing.</li> </ul>
<b>9. Teaching and Learning Strategies</b>	
<b>Strategy</b>	<ul style="list-style-type: none"> <li>- Presenting lectures in PowerPoint format</li> <li>- Presenting lectures using the blackboard and explaining images and audio</li> <li>- Conducting reports and statistical research</li> <li>- Solve exercises and questions</li> </ul>

- Examination process and discussions

## 10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or Subject name	Learning method	Evaluation method
The first week	Four hour in week	Learn how Word works	Word basics, screen components 'menus', creating a new document , storing a document, selecting texts , closing the document, opening multiple documents.	Discussion and dialogue	Provide tests and ask questions
The the second and third week	-----	-----	Practice on running Word, recognize menu bars, tools, menus and toolbars, practice on commands, close, open, save as, new text selection training.	-----	-----
Fourth week	-----	-----	Cut, copy, search for specific text, correct errors, print special characters, undo commands, manage files.	-----	-----
The fifth and sixth weeks	-----	-----	Training on text printing, command recognition, redo, undo, paste, copy, cut, search for specific text, debugging	-----	-----
The seventh weeks	-----	-----	Choose the font type, change the alignment of paragraphs, change the distance between the lines.	-----	-----
The eighth weeks	-----	-----	Paragraph numbering, adding borders and misleading paragraphs.	-----	-----
Ninth weeks	-----	-----	Add margins to the sheet, header and footer.	-----	-----
Tenth and Eleventh weeks	-----	-----	Practice on choosing a type of font, aligning paragraphs aligning the leading	-----	-----
Twelfth weeks	-----	-----	Numbering - borders and misinformation - margins 'header and footer	-----	-----

Thirteenth weeks	-----	-----	Create tables, adjust the width and height of cells for tables	-----	-----
Fourteenth weeks	-----	-----	Practice on adding tables to the document	-----	-----
Fifteenth weeks	-----	-----	Adjust the width and height of cells for tables	-----	-----
sixteenth and Seventeen weeks	-----	-----	Add and delete columns and columns for the table	-----	-----
eighteen weeks	-----	-----	Separate and merge table cells, add borders to table	-----	-----
Nineteen and twenty weeks	-----	-----	Add borders to the table in several ways, separate and merge cells	-----	-----
The twenty-first and twenty-second Week	-----	-----	Add and arrange text boxes, add image to document, drag images from any internal or external medium or any other file	-----	-----
The twenty- third week	-----	-----	Practical practice on adding and arranging text boxes, adding images	-----	-----
Twenty-fourth and twenty-fifth week	-----	-----	Draw shapes, rotate drawing elements, add shadows and three-dimensional effects to the document	-----	-----
The twenty-sixth week	-----	-----	Practice about drawing shapes, adding pictures, adding effects to the document	-----	-----
The twenty-seventh week	-----	-----	Print windows and icons screens within known applications on the screen and transfer them to the printed file.	-----	-----
The twenty-eighth and twenty –ninth and thirtieth week	-----	-----	Preparing a small project in Word as a blameworthy print that does not exceed (15) sheets containing all the commands from screens, tables, addresses, and everything that has been taught in the Word application	-----	-----

## 11. Course Evaluation

Good /complete

<b>12. Learning and Teaching Resources</b>	
<b>Required textbooks (curricular books, if any)</b>	/
<b>Main references (sources)</b>	1. Computer Basics and Office Applications / Dr. Ziad Muhammad Abboud and others / University House for Printing, Publishing, Authorship and Translation 1420. 2. Computer and Ready-made Software / Dr. Muhammad Bilal Al-Zoghbi and others / Ninth Edition 2009 3. Office 2016 / Wafaa Ahmed Naji
<b>Recommended books and references (scientific journals, reports....)</b>	Professional Office 2007/Michael Nabil Akhnoukh and Nermin Fahim
<b>Electronic References, Websites</b>	/