

	Ministry of Higher Education and Scientific Research. University of Anbar. Department of Information System.	
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MODULE DESCRIPTOR FORM

Module Information				
Module Title	Office Application		Module Type	TYPE C
Module Code	ISOA204	ECTS Credits		6
Module Level	UGI	Semester of Delivery		Two
Administering Department	IS	Faculty	CSIT	
Module Leader	Khalid Shaker Jasim		e-mail	khalidalhity@uoanbar.edu.iq
Module Leader's Acad. Title	Lecturer	Module Leader's Qualification		PhD
Module Tutor		e-mail		
Peer Reviewer Name	/	e-mail	/	
Review Committee Approval	DD/MM/YY	Version Number	1.0	

Relation With Other Modules	
Pre-requisites	/
Co-requisites	/
Module Aims, Learning Outcomes and Indicative Contents	
Module Aims	This module aims to equip students with the knowledge and skills to effectively utilize a suite of office applications for various business and productivity needs.
Module Learning Outcomes	<ul style="list-style-type: none"> Demonstrate a strong understanding of the core functionalities of common office applications (e.g., word processing, spreadsheet, presentation software). Apply these functionalities to create professional documents, presentations, and spreadsheets for diverse purposes. Employ advanced features of the software to enhance the efficiency and

	<p>effectiveness of their work.</p> <ul style="list-style-type: none"> Collaborate effectively on documents and projects within a team setting using the application's collaborative tools. Analyze and interpret data effectively using spreadsheet functions and data visualization tools.
Indicative Contents	
Learning and Teaching Strategies	
Strategies	<p>The main strategy that will be adopted in delivering this module are:</p> <ol style="list-style-type: none"> Power point presentation (Data show). Explanation on the white board using different color markers. Discussions with the student during teaching. Interaction with students through daily problems practice through lecture. Solve different problems with more exercises. Submit assignment that develop student learning.

Module Delivery	
Structured workload (h/w)	5.4
Unstructured workload (h/w)	8
Total workload (h/w)	13.4

Module Evaluation				
	Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Quizzes	3	6% (6)	3,7 and 11	LO #1, #2, #4, #5 and #10, #11
Assignments	2	6% (6)	2 and 12	LO #3, #4 and #6, #7
Projects / Lab.	1	15% (15)	Continuous	ALL
Report	1	5% (5)	13	LO #9, #11
Midterm Exam	2 hr	18% (18)	7	LO #1 - #7
Final Exam	3 hr	50% (50)	16	ALL
Total		100% (100 Marks)		

Learning and Teaching Resources		
	Text	Available in the Library?
Required Texts		Yes/No
Recommended Texts		Yes/No
Websites	Both Microsoft (https://support.microsoft.com/en-us/training) and (https://support.google.com/a/users/answer/9282959) offer extensive tutorials, video guides, and documentation for their respective office suites (Microsoft Office & Google Workspace).	

Delivery Plan (Weekly Syllabus)	
	Material Covered
Week 1	Introduction to Office Applications Word Processing Basic
Week 2	Advanced Word Processing Spreadsheets Basics
Week 3	Presentations Basics
Week 4	Basic Computer Components
Week 5	Advanced Presentations
Week 6	Advanced Databases
Week 7	Mid-Term Exam
Week 8	Advanced Email
Week 9	Office Applications in the Workplace
Week 10	Accessibility and Assistive Technologies
Week 11	Troubleshooting and Problem Solving
Week 12	Ethics and Legal Issues

Week 13	Resume Writing and Interviewing Skills
Week 14	Final Project Presentations
Week 15	Preparatory Week

APPENDIX:

UNIVERSITY of Anbar				
GRADING SCHEME				
Group	ECTS Grade	% of Students/Marks	Definition	GPA
Success Group (50 - 100)	A - Excellent	Best 10%	Outstanding Performance	5
	B - Very Good	Next 25%	Above average with some errors	4
	C - Good	Next 30%	Sound work with notable errors	3
	D - Satisfactory	Next 25%	Fair but with major shortcomings	2
	E - Sufficient	Next 10%	Work meets minimum criteria	1
Fail Group (0 – 49)	FX – Fail	(45-49)	More work required but credit awarded	
	F – Fail	(0-44)	Considerable amount of work required	

Note:

NB Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54). The university has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.