Ministry of Higher Education and Scientific Research

Mustansiriyah University/College of Pharmacy

(الخطة الدراسية للمساق)

Syllabus

Course No.: 50304105

Academic Year: 2022-2023

Grade: Second Stage

Course Name: Computer Sciences.

Time Division: 2 hr. Practical

Semester: First

Tutors: Dr. Hussein Al-sheakh, Lecturer Tariq Nasser, and the teaching assistant TA is Mrs. Sura Emad

Email: hussein.alsheakh@uomustansiriyah.edu.iq, tareq.nmg@uomustansiriyah.edu.iq, and suraemad606@gmail.com.

Dr. Hussein Office hours: Tu. 12:30-1:30 am, room 90 or computer lab.

Academic profile https://uomustansiriyah.edu.iq/e-learn/profile.php?id=3966

Course Description

This class aims to provide students with the essentials PowerPoint skills needed to create, edit, and present professional-looking presentations using text, tables, diagrams, charts, and pictures as well as providing presentations tips.

Reference text:

Student Guide 40568A, Microsoft PowerPoint associate 2019

Microsoft Official Academic Course, MICROSOFT POWERPOINT 2016

ISBN: 978-1-11-927303-5

Microsoft PowerPoint Class Description

Students will learn how to create a Microsoft PowerPoint presentation. Functions covered in this session are how to create a slide, add content (text, graphics, objects and pictures) to present a show.

Learning Outcomes

Class	Week(s)
POWERPOINT ESSENTIALS	1
Presentation Basics	2
WORKING WITH TEXT	3
DESIGNING A PRESENTATION	4
ADDING TABLES TO SLIDES	5
USING CHARTS IN A PRESENTATION	6
CREATING SMARTART GRAPHICS	7
ADDING GRAPHICS TO A PRESENTATION	8
USING ANIMATION AND MULTIMEDIA	9
SECURING AND SHARING A PRESENTATION	10
DELIVERING A PRESENTATION	11
Students final project presentation	12 – End of Semester

At the end of this semester, I expect students able to:

- Have a knowledge about PowerPoint Basics
- Create Presentations
- Insert and Modify Text
- Work with Graphics and Media
- Final Preparations
- Deliver a Presentation

Grade

- Final exam %70
- Coursework %30 (%15 Mid-term exam + %3 attendance + %2 participation + %5 Quizzes + %5 assignments) Subject to changed

Homework Assignments
You are welcome to work with other students in this class on your homework assignments, but you must (a) list the names of anyone you work with on your assignment and (b) write up your own solutions to homework problems based on your own understanding of the material. **Assignments will include:**

- Reading of approximately 20 pages per week in ebook.

- Project presentation exercises

- Final project

- online quizzes

- Attendance and participation in online environment

Late Work Policy

Online learning requires strong self-discipline and I can help you with that by not accepting late work except in dire emergency. The course is very short and students must be prepared to stay on task. **It is the student's job to check and verify dates and times that work is due. These due dates/times might vary.** The penalty of late submitting work is %10 off from assignment mark for each day and ZERO if you late more than three days.

Class Policy:

Participating

You are expected to spend at least the same amount of time on this course as you would any traditional college course.

Class Presence and Participation Class presence and participation points are given to encourage your active class participation and discussion. You will be rewarded with a perfect score as long as you frequently come to class and actively contribute to the class discussion during recitations and lectures. Attendance is taken at all lectures and any false signatures will result in zero participation grades for all parties involved. Participation in weekly sections will be graded on the following scale:
Unexcused absence= 0 points
In class, but asleep or obsessed w Smart Phone/laptop = 1 point
In class, but silent or ill-prepared = 2 points
In class and making an okay contribution= 3 points
In class and making quality contributions= 4 points
In class, but your cell phone rings = -5 points (not apply with online learning)

Academic Honesty & Rules of Collaboration

Cheating, plagiarism, and all forms of academic dishonesty are expressly forbidden in this class, and by the university's Policy on Academic Integrity. Any form of cheating will immediately earn you a failing grade for the entire course, and I will pursue further disciplinary actions according to Mustansiriyah University policies and procedures.

Research Paper
Your paper should be crafted and written on your own. You may talk with others about your ideas, but you should be working by yourself on the actual outline and content. If you need further assistance with your paper, please consider joining me during my office hours or

making an appointment.

In addition, you are required to cite all sources you use in your paper. This includes both direct quotations and cases where you use someone else's ideas. "Sources" include papers, journals, conversations, anything found on the internet, and so on. Basically, if the thought did not originate with you, you should **provide a source**. If you need some guidance on the mechanics of citing your sources, please see MIT "Citing Your Sources."   https://integrity.mit.edu/

https://integrity.mit.edu/handbook/citing-your-sources/avoiding-plagiarism-cite-your-source#:~:text=What%20does%20it%20mean%20to,using%20an%20appropriate%20formatting%20styl e.&text=You%20provide%20complete%20information%20about,publication%2C%20date%2C%20etc.
Recording Class
Only if approved by the dean.

"Classroom activities may be recorded by a student for the personal, educational use of that student or all students presently enrolled in the class only, and may not be further copied, distributed, published, or otherwise used for any other purpose without my approval."