

# Sample Course Description Quantity Computer Applications Microsoft Project

1. Course Name:

**Microsoft Project Quantum Computer Applications**

2. Course Code:

**WBA-32-06**

3. Term / Year:

**Course 2**

4. Date of preparation of this description:

**15/9/2025**

5. Available Attendance Forms:

**In-person + online (when needed)**

6. Number of study hours (total) / number of units (total) :

**3 hours / 3 units**

7. Course Admin Name

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8. Module Aims

## Objectives of the course

- ✓ Understand the basics of project management and the most important concepts associated with it.
- ✓ Familiarize yourself with the Microsoft Project interface and its various tools.
- ✓ Create project blueprints and schedules.
- ✓ Allocate and manage human and material resources effectively.
- ✓ Track project progress and identify critical tasks using the Critical Path Method (CPM).
- ✓ Risk analysis and project performance reporting.

## 9. Teaching and Learning Strategies

### Strategy.

- ✓ Create and manage professional projects using Microsoft Project.
- ✓ Improve project scheduling and reduce delays and risks.
- ✓ Analyze data and make decisions based on performance reports.
- ✓ Use advanced project management tools to ensure goals are met efficiently.

## 10. Course Structure

Week	Hours	The learning outcomes	Unit or Topic Name	Learning Method	Method of Evaluation
1	3	Project Management	Project Management	Lecture	Daily
2	3	Software Interface	Software Interface	Lecture	Daily
3	3	Project Scheduling Preparation	Project Scheduling Preparation	Lecture	Daily
4	3	Preparing the project plan	Preparing the project plan	Lecture	Daily
5	3	Create and Modify Tasks	Create and Modify Tasks	Lecture	Daily
6	3	Task Dependency	Task Dependency	Lecture	Daily
7	3	Getting ready to print...	Getting ready to print...	Lecture	Daily
8	3	Month 1	Month 1	Examination	Examination
9	3	Critical Path	Critical Path	Lecture	Daily
10	3	division of labor	division of labor	Lecture	Daily
11	3	Add resources	Add resources	Lecture	Daily
12	3	Repetitive manual tasks	Repetitive manual tasks	Lecture	Daily
13	2	Sharing of FI	Sharing of FI	Lecture	Daily
14	2	Share with Excel	Share with Excel	Lecture	Daily
15	2	month 2	month 2	Examination	Examination

## 11. Course Evaluation

**Distribution of the score of 100 according to the tasks assigned to the student such as daily preparation, daily, oral, monthly and written examinations and practical examinations..... etc.**

- A. Preparation and Class Participation: 10 marks
- B. Practical tests: 10 marks
- C. Reports and assignments: 10 marks
- D. First Monthly Test: 10 marks
- E. Second Monthly Test: 10 marks
- F. Practical Final Examination: 15 marks
- G. Final written exam: 35 marks

**Total 100 marks**

## 12. Learning and Teaching Resources

<p style="text-align: center;"><b>Required textbooks</b></p>	<p>Kinser, A. &amp; Jacobson, K. (2017). Your office getting started with project management using microsoft(r) project 2016. NewYork, NY: Pearson.</p>
<p style="text-align: center;"><b>Key References</b></p>	<p>Kinser, A. &amp; Jacobson, K. (2017). Your office getting started with project management using microsoft(r) project 2016. NewYork, NY: Pearson.</p>
<p style="text-align: center;"><b>Recommended supporting books and references</b></p>	<p>Microsoft Project Official Website</p>
<p style="text-align: center;"><b>E-References, Websites</b></p>	<p>Continuously update the course according to the curricula of the subject And the adoption of discreet foreign sources as well as Arab sources to follow developments in the countries of the world.</p>