Ministry of Higher Education and Scientific Research

Scientific Supervision and Scientific Evaluation

Department of Quality Assurance and Academic Accreditation

Academic Program Description Form for Colleges and Institutes

University: of Warith Al.anbiyaa

Faculty/Institute: Management and Economics

Scientific Department: Business Management

File Filling Date: 1/3/ 2025

Signature: **Signature:**

Head of Department Name: **Scientific assistant Name:**

Date: **Date:**

Subject Matter: M.M. Mohammed Hussein Radhi

Check the file before

Division of Quality Assurance and University Performance

Name of the Director of the Quality Assurance and University

Performance Division:

Date:

Signature:

Ratification of the Dean

Course Description Form

Course Description   The course is taught in Arabic

Microsoft Office Access is a powerful and versatile tool that helps individuals and organizations efficiently collect and manage large amounts of data. It can be used as a personal data management tool or as a platform for developing custom database applications for various departments and organizations. In a world filled with data, we encounter it everywhere from grocery stores to offices, laboratories, classrooms, and even sports fields. This data varies from prices, schedules, performance metrics, lab results, recipes, contact information, quality measurements, market indicators, grades, and statistics.

Educational institution	University of Warith Al-Anbiyaa
Scientific Department / Center	Business Administration
Course Name	Computer Applications Quantity Microsoft Office Access
Available Attendance Forms	Face-to-face attendance in the classroom
Semester / Year	Academic Year: 2024-2025
Number of Credit Hours (Total)	45 theoretical hours
The history of preparation of this description	1/ 3 / 2025

Course Objectives:
understand the basics of relational databases and their role in
ng data.
e a new database using Microsoft Access.
tables with appropriate fields and data types.
n forms and reports to display and manage data effectively.

9. A. Course Outcomes and Methods of Teaching, Learning and Assessment
A- Knowledge and understanding: 1. Design professional databases using Microsoft Access.   2. Manage and analyze data through tables, queries, forms, and reports.   3. Develop custom database applications that meet the needs of organizations.   4. Automate processes within the database using macros and VBA Understand database design principles, such as data normalization and relationships between tables.
B - Skills objectives of the course.   1. Ease of creating databases using ready-made templates or from scratch.   2. Support SQL language and queries to analyze data.   3. Create forms to enter data easily.   4. Design reports to extract and analyze data in different ways.   5. Ability to integrate with other Office programs such as Excel, Word, and Outlook.

C. Thinking skills
    1. Inventory and sales management in small and medium enterprises.
    2. Track customer and employee data and create analytical reports.
    3. Develop custom database applications for organizations.

D.   Evaluation methods   (1) Written written (2) Monthly exams) (40 marks)   (2) Oral and paper tests (daily exams) (5 marks)   (3) Attendance, participation and assignments (5 marks).
Teaching and learning methods
Direct interaction between the instructor and students. Content is delivered through verbal explanations, presentations, and classroom discussions. Visual aids such as whiteboards and projectors enhance understanding. Students are encouraged to ask questions and participate in discussions to reinforce comprehension.

References
1.Poatsy, M., Krebs, C., Cameron, E., Williams, J. & Grauer, R. (2014). Microsoft Access 2013 comprehensive. Boston: Pearson.

10.Infrastructure: Classroom, data show or smart board.	
Topics by week	Learning outcomes by weeks
1. Database Concepts Overview 2. Explore the User Interface 3. Explore the Access Environment 4. Design a Database 5. Create a Table 6. Create a Relational Database in Access 7. Manage Data in a Table **8. Month 1 Exam** 9. Filter Records 10.Query in a Database 11.Summarize Data in a Query 12.Design Forms 13.Follow Up with Table Data Using a Form 14.Working with Reports **15.Month 2 Exam**	1. Practical lecture 2. Practical lecture 3. Practical lecture 4. Practical lecture 5. Practical lecture 6. Practical lecture 7. Practical lecture **8. Exam** 9. Practical lecture 10.Practical lecture 11.Practical lecture 12.Practical lecture 13.Practical lecture 14.Practical lecture **15.Exam**
Hours: Three hours per week Teaching method: Direct lecture, case studies Evaluation method: Daily tests.	

11.Course Development Plan
Expanding the the curriculum by adding the following topics: • Continuously updating the curriculum according to the subject curricula and adopting reliable foreign sources as well as Arab sources to follow developments in the countries of the world.

M.M. Muhammad Hussein Radhi
Computer Applications Teacher Microsoft Access
Warith Al-Anbiya University (PBUH)
College of Administration and Economics/Department of Business Administration
2024-2025