



Future Academy
Higher Future Institute for Specialized Technological Studies

Course Specification

1- Course information:

Course Code:	INF 156
Course Title:	Office publishing and reporting
Year/level	1 st / level 2
Academic Programs	Business Administration Program (B.Sc.)
Contact hours/ week	Theoretical 2 hrs. / Tutorial - hrs. = Total 2 hrs.

2- Course aims:

This course aims to provide students with enough knowledge about office publishing, types of computer programs for processing words and office publishing and its applications. Provide the suitable training on writing news and reports, image and graphical charts usage through different applications

3- Intended learning outcomes of the course (ILOs):

a- Knowledge and understanding:

On successful completion of this course, the student should be able to:

- a1- recognize various applications of computers for word processing
- a2- list the advantages and disadvantages of **Office Publishing**
- a3- understand the importance of office processing in publishing
- a4- identify reporters and news motivations

b- Intellectual skills:

On completing this course, the student should be able to:

- b1- design a word report using Microsoft word office
- b2- formulate the content of different sections
- b3- construct graphical charts for the report content
- b4- Office publishing and reporting

c- Professional and practical skills:

At the end of this course, the student will be able to:

- c1- prepare word file with given structure
- c2- utilize different function to update the file content

d- General and transferable skills:

On successful completion of this course, the student should be able to:

- d1- work in a group project creating reports
- d2- browse the internet for news to the project report

4- Course contents

Week No.	Topics/units	Number of hours		ILO's
		Lecture hours	Tutorial hours	
1	Introduction to Office Publishing	2	-	a1, a3
2	Types of Office Applications and Their Uses	2	-	a1, a2
3	Document Formatting and Professional Layout	2	-	a3, b2, c1
4 + Quiz 1	1	-	a1, a2, a3, b2
5	Writing Effective News and Reports	2	-	a4, b1, b2, c1
6	Integration of Images in Documents	2	-	b3, c2
7	Midterm Exam	1	-	a1, a3, b2, b3, c2
8	Creating and Using Graphical Charts	2	-	b3, c2
9	Advanced Features of Word Processing Software	2	-	b1, c2
10	Designing Professional Publications	2	-	a2, b4, c1
11 + Quiz 2	1	-	a1,a3,b2,b3, c1
12	Collaboration and Review in Document Creation	2	-	d1, d2
13	Preparing Reports for Distribution	2	-	b4, c1, c2
14	Creating Dashboards and Advanced Reporting	2	-	b3, b4, c2

5- Teaching and learning methods

Methods	ILO's																			
	a1	a2	a3	a4	a5	b1	b2	b3	b4	b5	c1	c2	c3	c4	c5	d1	d2	d3	d4	d5
Lectures	√	√	√	√		√	√	√	√		√	√				√	√			
Training visits																				
Tutorial / Practical sections																				
Self-learning											√	√					√			
Summer training																				
Assays and reviews		√				√			√							√				
Discussion groups	√		√					√									√			
Brainstorming																				

6- Teaching and learning methods for Low-achieving students

- Extra teaching hours for those who need help
- More quizzes to assess their ability for understanding the course
- Encourage the team work for those students with other advanced ones to increase their participation and understanding

7- Student assessment

Assessment method	Time	Grade weight (%)	Week	ILOs
Course Work (Tutorial Exercise and Assignments)			Every week	C1, c2
Quiz 1			Week#4	a1, a2, a3, b2
Mid-term exam			Week#7	a1, a3, b2, b3, c2
Quiz 2			Week#11	a1, a3, b2, b3, c1
Final Written exam				a1, a2, a3, b2, b3, c1, c2

8-List of references

8.1. Student notebooks:

- Microsoft Office Step by Step (Office 2021 and Microsoft 365).

8.2. Essential textbooks:

- Microsoft Office Inside Out (Office 2021 and Microsoft 365) 1st Edition by [Joe Habraken](#) (Author).

8.3. Recommended textbooks:

- Learn Microsoft Office 2019 by [Linda Foulkes](#).
- Using Microsoft Report Builder: A Microsoft Office Report Authoring Environment for SQL Server and Other Data by [Robert S. Bussom](#) (Author).

8.4. Journals, Periodical and Reportsetc.

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8.5. Websites

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Course Coordinator: Dr: Mohammed El-Desouky.

Head of department: Assoc. Prof. Mohammed Elbaz

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