Ministry of Higher Education and Scientific Research

Scientific Supervision and Evaluation Authority

Quality Assurance and Academic Accreditation Department

Academic Program Description Form for Colleges and Institutes

For the year 0202/0202

The University: The Inheritor of the Prophets (PBUH)

College/Institute: Management and Economics

Academic Department: Business Administration

File filling date: 2/7/2025

Signature:	**Signature:**
Name of Scientific Assistant:	**Name of Department**
Date:	**Head: Date:**

Subject teacher: M.M. Fawaz Faeq Salibi

The file was checked by the

Quality Assurance and University Performance Division.

Name of the Director of the Quality Assurance and University Performance Division:

the date:

the signature:

Dean's approval

Course Description Form

<mark>**The subject is taught in Arabic.**</mark>   **Course Description**

.   .
This course description provides a summary.
Inspire the course characteristics and learning outcomes expected of the student to achieve. Requiring
.
Whether he has made the most of the learning opportunities available. This must be linked to the description of   Proofread

The program.

College of Management and Economics / University of Warith Al-Anbiya	.1 Educational institution
Business Administration	.0 Scientific Department / Center
Computer administrative applications	.3 Course name/code
Weekly. Theoretical Practical	.2 Available forms of attendance
Academic year: 0202-0202	.2 Semester/Year
22	.6 Number of study hours (total)
0/27/0202	.7 Date of preparation of this description
	.8 Course objectives:
	This course aims to achieve the following:

A. Learn about Microsoft Excel and how to use it.

B. Identify the importance of using the program and its applications in the field of business management.

Learn how to use the program to store data and calculations that the student needs.   A.

.9 Course outcomes, teaching, learning and assessment methods.
A- Knowledge and understanding: 1. Introducing the student to the Excel program. .0Understanding the computer field as a cognitive field. .3 Gain some practical skills using the application.
b. Subject-specific skills: 1. The student acquires the skill of using application programs in his studies and specialization. 0. It collects various case studies in the field of computers, especially Excel applications. 3. Creates tables, enters data and organizes it.
C. Thinking skills: 1) The direct method of thinking based on logic in arranging and classifying ideas based on pre-determined models or standards. 0) The indirect method of thinking based on searching for keys to solutions to the problem from among a set of available data and information.
D. Evaluation methods: 1) Written tests 0) Practical tests 3(Attendance, participation and assignments
Teaching and learning methods
.1 Giving lectures, dialogue and direct discussion with students. 0. Focus on student participation in the lecture by asking questions. Evaluation methods
-1 Oral questions. -0 Practical tests. **-3** Participation and activity within the lecture.

	1(Infrastructure
EXCEL 2010 **Engineer Mohammed Malik Mohammed**	**A) Required textbooks**
	B) Main references (sources)
the reviewer : **EXCEL 2013 .1** **Engineer Ahmed Hassan** **Khamis 2. Computer and ready-made software** **Dr. Muhammad Balal Al-Zoubi and others / Ninth Edition**	**1(Recommended books and references (scientific journals, reports, etc.)**
www.cb4a.com •	**.....Internet sites, electronic references (2)**

2(Course structure

Evaluation method	Teaching method	Subject/Chapter	Required learning outcomes		Week	Hours
daily	Theoretical and practical lectures	Insert new worksheet Delete worksheet Copy or move a worksheet	Computer Applications	ÿ	3	1
daily	Theoretical and practical lectures	Change the name of a worksheet Hide Worksheet Coloring Worksheet Names	Computer Applications	ÿ	3	2
daily	Theoretical and practical lectures	Formulas and functions Addition function Modify the function rate function	Computer Applications	ÿ	3	3
daily	Theoretical and practical lectures	MAX function MIN function Number calculation function	Computer Applications	ÿ	3	4
daily	Theoretical and practical lectures	Relative reference absolute reference	Computer Applications	ÿ	3	5
daily	Theoretical and practical lectures	Conditional IF function	Computer Applications	ÿ	3	6
exam	exam	First month exam	First exam	ÿ	3	7
daily	Theoretical and practical lectures	Conditional number counting function	Computer Applications	ÿ	3	8
daily	Theoretical and practical lectures	Logical functions NOT,OR,AND	Computer Applications	ÿ	3	9
daily	Theoretical and practical lectures	Text formatting Aligning data in cells	Computer Applications	ÿ	3	11
daily	Theoretical and practical lectures	Insert image Adjust image Image styles Insert an image from the Internet	Computer Applications	ÿ	3	11
daily	Theoretical and practical lectures	Insert shapes Insert structural plans Insert table Insert a clip	Computer Applications	ÿ	3	12
daily	Theoretical and practical lectures	Text box bike Insert header and footer Insert technical texts Insert signature line	Computer Applications	ÿ	3	13
daily	Theoretical and practical lectures	Insert equation Insert code Page setting Police coordination	Computer Applications	ÿ	3	14

		Protect papers Schemes			
exam	exam	Second month exam	ÿ The second exam	**3**	**15**

3(Curriculum development plan
Empowering students in the field of Excel computer applications by allowing them to apply the knowledge they have learned in order to increase their knowledge.

M.M Fawaz Faeq Salibi

Computer teacher excel

University of the Prophets' Successor

College of Administration and Economics / Department of Business Administration

2124-2125