

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 2023/2024**

The University: The Inheritor of the Prophets (PBUH)

College/Institute: Management and Economics

Academic Department: Business Administration

File filling date: 9/51/2024

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

The subject is taught in Arabic.

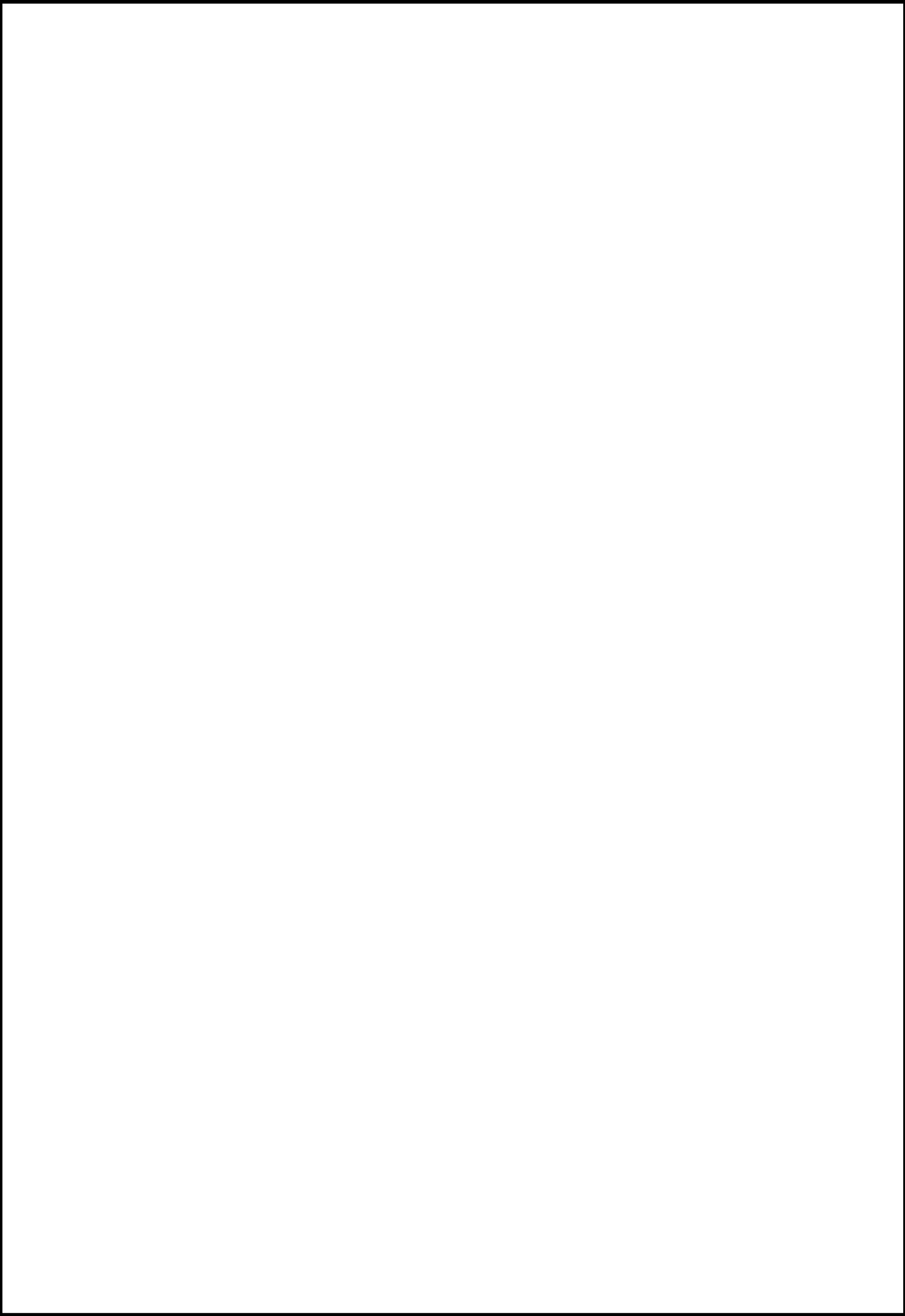
Course Description

Inspire the course characteristics and learning outcomes expected of the student to achieve. Requiring brevity This course description provides:
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	.2 Scientific Department / Center
Computer administrative applications	.3 Course name/code
Weekly. Theoretical Practical	.4 Available forms of attendance
Academic year: -2023 2024	.5 Semester/Year
45	.6 Number of study hours (total)
15/9/2024	.7 Date of preparation of this description
.8 Course objectives:	
<p>This course aims to achieve the following:</p> <p>A. Learn about Microsoft Excel and how to use it.</p> <p>B. Identify the importance of using the program and its applications in the field of business management.</p> <p>Learn how to use the program to store data and calculations that the student needs. A.</p>	

..9 Course outcomes, teaching, learning and assessment methods.	
<p>A- Knowledge and understanding:</p> <p>1. Introducing the student to the Excel program.</p> <p>2. Understand the field of computers as a field of knowledge.</p> <p>3 Gain some practical skills using the application.</p>	
<p>b. Subject-specific skills:</p> <p>1. The student acquires the skill of using application programs in his studies and specialization.</p> <p>2. It collects various case studies in the field of computers, especially Excel applications.</p> <p>3. Creates tables, enters data and organizes it.</p>	
<p>C. Thinking skills:</p> <p>1) The direct method of thinking based on logic in arranging and classifying ideas based on pre-determined models or standards.</p> <p>2) The indirect method of thinking based on searching for keys to solutions to the problem from among a set of available data and information.</p>	
<p>D. Evaluation methods:</p> <p>1) Written tests 2) Practical tests</p> <p>3(Attendance, participation and assignments</p>	
Teaching and learning methods	
<p>1 Giving lectures, dialogue and direct discussion with students.</p> <p>2. Focus on student participation in the lecture by asking questions. Evaluation methods</p>	
<p>-1 Oral questions.</p> <p>-2 Practical tests. -3</p> <p>Participation and activity within the lecture.</p>	

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



2(Course structure					
Evaluation method	Teaching method	Subject/Chapter	Required learning outcomes	Week Hours	
daily	Theoretical and practical lectures	Introduction to Excel Excel definition Excel Program Functions The most important uses of Excel	ÿ Computer applications	3	1
daily	Theoretical and practical lectures	Run Excel What's new in Excel 2010	ÿ Computer applications	3	2
daily	Theoretical and practical lectures	The basic elements that make it up Excel parts of the tape	ÿ Computer applications	3	3
daily	Theoretical and practical lectures	File List Customize the Quick Launch Bar Tools	ÿ Computer applications	3	4
daily	Theoretical and practical lectures	Working paper Cell extent Horizontal range Vertical range Horizontal and vertical range	ÿ Computer applications	3	5
daily	Theoretical and practical lectures	Create a new workbook Save the workbook Entering data into an Excel workbook Identify cells	ÿ Computer applications	3	6
exam	exam	First month exam	ÿ First exam	3	7
daily	Theoretical and practical lectures	Insert row Insert column	ÿ Computer applications	3	8
daily	Theoretical and practical lectures	Adjust row height Modify column width	ÿ Computer applications	3	9
daily	Theoretical and practical lectures	Freeze row headings Freeze column headings	ÿ Computer applications	3	11
daily	Theoretical and practical lectures	Hide rows and columns	ÿ Computer applications	3	11
daily	Theoretical and practical lectures	Copy cell contents Move cell contents	ÿ Computer applications	3	12
daily	Theoretical and practical lectures	Autofill Paste Options	ÿ Computer applications	3	13
daily	Theoretical and practical lectures	Search and reasoning Move to a cell	ÿ Computer applications	3	14
exam	exam	Second month exam	ÿ The second exam	3	15

3(Curriculum development plan

Empowering students in the field of computer applications by allowing them to apply the knowledge they have learned in order to increase their knowledge.

M.M. Fawaz Faeq Salibi

Computer Science Lecturer

Warith Al-Anbiya University College

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