

Course Description Form: Computer Administrative Applications

:Course name.1	
Computer administrative applications	
:Course code.2	
WBA-21-05	
:Semester/Year.3	
First course	
:Date of preparation of this description.4	
1/10/2024	
:Available attendance forms.5	
In-person + online (when needed)	
:Number of study hours (total) / Number of units (total).6	
hours / 3 units 3	
Course instructor name.7	
the name: M.M. Fawaz Faeq Salibi	fawaz.fa@uowa.edu.iq
Course objectives.8	
<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>C. Learn how to use the program to store the data and calculations the student needs</p>	Course objectives
Teaching and learning strategies.9	
. Introducing the student to the Excel program .1	

.Understand the field of computers as a field of knowledge .2 .Gain some practical skills using the application .3 Developing custom database applications that meet the needs of .4 . organizations					Strategy
Course structure.10					
Evaluation method	Learning method	Name of unit or topic	Required learning outcomes	watches	week
daily	Theoretical and practical lectures	Introduction to Excel Excel definition Excel functions The most important uses of Excel	computer applications	3	1
daily	Theoretical and practical lectures	Run Excel What's new in the program? Excel 2010	computer applications	3	2
daily	Theoretical and practical lectures	The basic elements of which it is composed Excel Parts of the tape	computer applications	3	3
daily	Theoretical and practical lectures	File list Customize the Quick Launch Bar Tools	computer applications	3	4
daily	Theoretical and practical lectures	Working paper Cell range Horizontal range Vertical range Horizontal and vertical range	computer applications	3	5
daily	Theoretical and practical lectures	Create a new workbook Save the work Entering data into an Excel workbook Select cells	computer applications	3	6
exam	exam	Second month exam	computer applications	3	7
a lecture	Theoretical and practical lectures	Insert row Insert column	computer applications	3	8
daily	Theoretical and practical lectures	Adjust row height Modify column width	computer applications	3	9
daily	Theoretical and practical lectures	Freeze row headings Freeze column headings	computer applications	3	10
daily	Theoretical and practical lectures	Hide rows and columns	computer applications	3	11

daily	Theoretical and practical lectures	Copy cell contents Transfer cell contents	computer applications	3	12
daily	Theoretical and practical lectures	Paste options Automatic filling	computer applications	3	13
practical	exam	Second month exam	computer applications	3	14
daily	Theoretical and practical lectures	Research and reasoning Move to a cell	computer applications	3	15

Course Evaluation.11

The grade is distributed out of 100 based on the tasks assigned to the student, such as daily preparation, daily, oral, monthly and written exams, reports, etc

Classroom preparation and participation: 10 marks.1

Practical tests : 10 marks.2

Reports and assignments: 10 marks.3

First monthly test: 10 points.4

Second monthly test : 10 points.5

practical exam : 15 marks.6

Final written exam : 35 marks.7

Total = 100 points

Learning and teaching resources.12

	Required textbooks
EXCEL 2010 Engineer Mohammed Malik Mohammed	Main references
EXCEL 2013 .1 Engineer Ahmed Hassan Khamis Computer and ready-made software .2 Dr. Muhammad Bilal Al-Zoubi and others / Ninth Edition	Recommended supporting books and references
www.cb4a.com	Electronic references, websites