

Course Description Form: Computer Administrative Applications

:Course name.1	
Computer administrative applications	
:Course code.2	
WBA-22-07	
:Semester/Year.3	
Second 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>	<p style="color: red; font-weight: bold;">Course objectives</p>
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	Insert a new worksheet Delete a worksheet Copy or move a worksheet	computer applications	3	1
daily	Theoretical and practical lectures	Change the name of a worksheet Hide worksheet Coloring worksheet names	computer applications	3	2
daily	Theoretical and practical lectures	Formulas and functions Addition function Modify the function rate function	computer applications	3	3
daily	Theoretical and practical lectures	MAX function Minimum value function MIN Number calculation function	computer applications	3	4
daily	Theoretical and practical lectures	relative reference absolute reference	computer applications	3	5
daily	Theoretical and practical lectures	Conditional IF function	computer applications	3	6
exam	exam	First month exam	computer applications	3	7
a lecture	Theoretical and practical lectures	Conditional number counting function	computer applications	3	8
daily	Theoretical and practical lectures	Logical functions NOT,OR,AND	computer applications	3	9
daily	Theoretical and practical lectures	Text formatting Align data in cells	computer applications	3	10
daily	Theoretical and practical lectures	Insert image Image adjustment Image styles Insert an image from the Internet	computer applications	3	11

daily	Theoretical and practical lectures	Insert shapes Include structural plans Insert table Insert clip	computer applications	3	12
daily	Theoretical and practical lectures	Insert a text box Insert header and footer Insert technical texts	computer applications	3	13
practical	exam	Second month exam	computer applications	3	14
daily	Theoretical and practical lectures	Insert equation Insert code Page setup Police coordination	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
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