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| **Ministry of Higher Education and Scientific Research** |  |  |
| **Supervision and Scientific Evaluation Body** |  |  |
| **Department of Quality Assurance and Academic Accreditation** |  |  |

**Course Description Form**

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| **Course Description** | **Administrative and office applications in the field of business using Excel** |

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| This course description provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he has made maximum use of the available learning opportunities. These characteristics have to be matched with the description of the program. |

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| --- | --- | --- |
| 1. Educational Institution | **Shatt Al-Arab University College** |  |
| 2. Department / Center | Business Administration | |
| 3. Course Title /Code | Administrative and office applications in the field of business using Excel BA217 | |
| 4. Lecturer Name | Asst. Lecturer Anees Basil Abdulkareem | |
| 5. Type of Teaching | Attendance | |
| 6. Academic Year /Term | First Semester - Stage ( 2 ) | |
| 7. Total No. of Teaching Hours | 45 | |
| 8. Date of Preparing this Course Description | 24/11/2023 | |

**9. Course Objectives**

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| --- |
| **a. Providing students with the most important principles and basics of (Excel)** |
| **b. Teaching students how to apply (Excel)** |
| **c. Providing graduates with the necessary knowledge on (Excel)** |
| **d. Improving the administrative skills in the field of (Excel)** |
| **e. Providing graduates with the skills of education and creative learning.** |

**10. Course Output, Methodology and Evaluation**

**(A) Cognitive Objectives**

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| --- |
| **a. Enabling students to acquire knowledge and the art of (Excel)** |
| **b. Acquainting students with how to promote their personal knowledge.** |
| **c. Helping students to acquire knowledge in the art of I T (Excel)** |
| **d. Enabling students to sharpen their skills in the dynamic work environment.** |
| **e. Enabling students to invest their scientific abilities in their working place in the scope of (Excel)** |
| **f. Helping students to get the necessary knowledge to solve problems (Excel)** |

**(B) Skill Objectives Related to the Program:**

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| **a. Scientific Skills** |
| **b. Leadership Skills** |
| **c. Skills Related to Administrative Work Challenges** |

**Methods of Teaching and Learning**

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| **a. Using already- prepared lectures.** |
| **b. Using up-to-date data shows.** |
| **c. Homework** |
| **d. Adopting group discussions.** |

**Methods of Evaluation**

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| --- |
| **a. practical side** |
| **b. Monthly tests** |
| **c. Daily quizzes** |
| **d. Students' Regular Attendance** |

**(C) Sentimental and Value Objectives**

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| --- |
| **a. Realizing ethical objectives.** |
| **b. Commitment to university traditions.** |
| **c. Compliance with the University Instructions and the Ministry Regulations.** |
| **d. Promoting students' personal abilities in educational scopes and how to behave well with others.** |

**Methods of Teaching and Learning**

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| --- |
| **a. Lectures on university instructions.** |
| **b. Educational guidance lectures.** |
| **c. Continuous directing.** |
| **d. Visiting State and private institutions.** |
| **e. Showing practical cases.** |

**Methods of Evaluation**

|  |
| --- |
| **a. Daily quizzes.** |
| **b. Classroom discussions and commitment to ethics and sublime values.** |
| **c. Special marks for class activities.** |
| **d. Monthly and quarterly evaluation.** |

**D) General and Qualitative Skills (other skills related to the ability of employment and personal development)**

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| --- |
| **a. Enabling students to acquire the skill and art of (Excel)** |
| **b. Enabling students to apply creative thinking in (Excel)** |
| **c. Enabling students to use modern methods of analysis and conclusions.** |
| **d. Enabling students on (Excel)** |

**11. Course Structure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week** | **No of Hours** | **Required Learning Output** | **Title of Subject** | **Teaching Method** | **Evaluation** |
| **1** | **3** | **student understands the subject** | Basic Schemes & Features | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **2** | **3** | **student understands the subject** | Basic Schemes & Features | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **3** | **3** | **student understands the subject** | Interactive workbook window | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **4** | **3** | **student understands the subject** | Settings | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **5** | **3** | **student understands the subject** | Mouse Pointers | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **6** | **3** | **student understands the subject** | Worksheet | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **7** | **3** | **student understands the subject** | Cell,Row,Column | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **8** | **3** | **student understands the subject** | Selection | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **9** | **3** | **student understands the subject** | format | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **10** | **3** | **student understands the subject** | format | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **11** | **3** | **student understands the subject** | Cell format | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **12** | **3** | **student understands the subject** | Formula | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **13** | **3** | **student understands the subject** | Functions | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **14** | **3** | **student understands the subject** | Functions | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |
| **15** | **3** | **student understands the subject** | Charts | **- lectures**  **- case study**  **-discussions** | **- practical side**  **-questions** |

**12.Infrastructure**

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| --- | --- |
| **a. Textbooks** | **Microsoft Excel 2019 for Dummies** |
| **b. References** | Office 365 For Dummies  Beginning Excel 2019  Excel 2019 A Quick And Complete Guide to Master Spreadsheets  Microsoft Office 2016 Step by Step  Microsoft Office 2007 Step by Step |
| **c. Recommended books and periodicals (journals, reports, etc.)** |  |
| **d. Electronic references, internet websites, etc** |  |

**13. The Plan of Improving the Course**

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| **a. Studying labor market needs.** |
| **b. Be informed of the experiences of other countries in the field of (Excel)** |
| **c. Be informed of research work published in national and international journals in the field of Principles of (Excel)** |