

MODULE DESCRIPTION FORM

نموذج وصف المادة الدراسية

Module Information			
معلومات المادة الدراسية			
Module Title	Advanced Business by Microsoft Excel		Module Delivery
Module Type	Supportive		☒ Theory ☐ Lecture ☒ Lab ☐ Tutorial ☐ Practical ☐ Seminar
Module Code	UN215		
ECTS Credits	3		
SWL (hr/sem)	75		
Module Level	2	Semester of Delivery	
Administering Department	Business Administration	College	College of Administration and Economics
Module Leader	Anees Basil Abdulkareem	e-mail	anees.basil@sa-uc.edu.iq
Module Leader's Acad. Title	Assistant Lecturer	Module Leader's Qualification	M.Sc.
Module Tutor	Anees Basil Abdulkareem	e-mail	anees.basil@sa-uc.edu.iq
Peer Reviewer Name		e-mail	
Scientific Committee Approval Date	1/9/2025	Version Number	1.0

Relation with other Modules			
العلاقة مع المواد الدراسية الأخرى			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents

أهداف المادة الدراسية ونتائج التعلم والمحتويات الإرشادية

Module Objectives أهداف المادة الدراسية	1. This course provides an introduction to some of the basic principles of Microsoft Excel. 2. It aims to familiarize the student with data entry and formatting techniques. 3. It introduces the student to how to use formulas and functions and apply them within Microsoft Excel.
Module Learning Outcomes مخرجات التعلم للمادة الدراسية	1. To familiarize the student with Microsoft Excel, its importance, and its practical uses. 2. To introduce the student to the software's basic interface and how to navigate it. 3. To teach the student how to modify and customize the program's settings. 4. To enable the student to differentiate between the various mouse cursor shapes and their specific uses. 5. To teach the student what a worksheet is and how to manage it. 6. To teach the student what a cell, column, and row are. 7. To teach the student the different methods for selecting cells. 8. To teach the student various formatting techniques for cells and tables. 9. To teach the student what functions are. 10. To teach the student what formulas are. 11. To enable the student to utilize the software effectively in administrative tasks.
Indicative Contents المحتويات الإرشادية	None

Learning and Teaching Strategies

استراتيجيات التعلم والتعليم

Strategies	The core strategy to be adopted in this curriculum is to encourage students to actively participate in activities and tasks, while motivating them to develop critical thinking skills. This will be achieved through lectures, interactive activities, presentations, and other instructional methods.
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Student Workload (SWL)

الحمل الدراسي للطالب محسوب لـ ١٥ اسبوعا

Structured SWL (h/sem) الحمل الدراسي المنتظم للطالب خلال الفصل	48	Structured SWL (h/w) الحمل الدراسي المنتظم للطالب أسبوعيا	3
Unstructured SWL (h/sem) الحمل الدراسي غير المنتظم للطالب خلال الفصل	27	Unstructured SWL (h/w) الحمل الدراسي غير المنتظم للطالب أسبوعيا	2
Total SWL (h/sem) الحمل الدراسي الكلي للطالب خلال الفصل	75		

Module Evaluation					
تقييم المادة الدراسية					
		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	1	10% (10)	3	LO #3
	Assignments	2	10% (10)	1 and 2	LO #1 and LO #2
	Projects / Lab.	1	10% (10)	Continuous	All
	Seminar	1	10% (10)	Continuous	All
Summative assessment	Midterm Exam	1hr	10% (10)	7	LO #1 - #6
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
المنهاج الاسبوعي النظري	
	Material Covered
Week 1	Basic Schemes & Features
Week 2	Basic Schemes & Features
Week 3	Interactive workbook window
Week 4	Settings
Week 5	Mouse Pointers
Week 6	Worksheet
Week 7	Cell, Row, Column
Week 8	Selection
Week 9	Format
Week 10	Format
Week 11	Cell format
Week 12	Formulas
Week 13	Functions
Week 14	Functions
Week 15	Excel applications in business

Delivery Plan (Weekly Lab. Syllabus) المنهاج الاسبوعي للمختبر	
	Material Covered
Week 1	Basic Schemes & Features
Week 2	Basic Schemes & Features
Week 3	Interactive workbook window
Week 4	Settings
Week 5	Mouse Pointers
Week 6	Worksheet
Week 7	Cell, Row, Column
Week 8	Selection
Week 9	Format
Week 10	Format
Week 11	Cell format
Week 12	Formulas
Week 13	Functions
Week 14	Functions
Week 15	Excel applications in business

Learning and Teaching Resources مصادر التعلم والتدريس		
	Text	Available in the Library?
Required Texts	Excel Applications course content	Yes
Recommended Texts	Microsoft Office 2016 step by step Beginning Excel 2019 Microsoft Excel 2019 for Dummies Excel 2019 A Quick And Complete Guide to Master Spreadsheets	No
Websites		

Grading Scheme مخطط الدرجات				
Group	Grade	التقدير	Marks %	Definition
Success Group (50 - 100)	A - Excellent	امتياز	90 - 100	Outstanding Performance
	B - Very Good	جيد جدا	80 - 89	Above average with some errors
	C - Good	جيد	70 - 79	Sound work with notable errors
	D - Satisfactory	متوسط	60 - 69	Fair but with major shortcomings
	E - Sufficient	مقبول	50 - 59	Work meets minimum criteria
Fail Group (0 – 49)	FX – Fail	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	F – Fail	راسب	(0-44)	Considerable amount of work required

Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.

د. زين العابدين
رئيس قسم إدارة الأعمال

Director of the Quality Assurance and Performance Department of
the University: Wafa Saeed Hassan

مدرس المادة
م.م انيس ياسر

مسؤولية قسم الجودة
الإدارة والقياس
م.م وفاء سعيد حسن