

Republic of Iraq

Supervision and Scientific Evaluation  
Body



University: Shatt Al Arab University  
College: Administration and Economics  
Stage: Second stage - Second semester

Lecturer Name: Mahmoud Hussein mahmoud  
Academic Rank: Assistant Lecturer

## Weekly Lessons Schedule

<b>Course Lecturer</b>	mahmoud.hussein.mahmoud				
<b>e-mail</b>	<a href="mailto:mahmoud.hussein.mahmoud@sa-uc.edu.iq">mahmoud.hussein.mahmoud@sa-uc.edu.iq</a>				
<b>Subject</b>	Administrative and office applications in the field of business using Excel				
<b>Course Coordinator</b>	Second stage - second semester				
<b>Course Objectives</b>	This course provides an introduction to some of the basic principles in excel, familiarize students with how to enter and format data and Introduce the student to how to use and apply functions in Excel				
<b>Course Descriptions</b>	How to insert data and deals with it as delete, editing, formatting, use it in functions ,charts and formulas and application in business administration				
<b>Textbooks</b>	Microsoft Excel 2019 for Dummies				
<b>References</b>	<a href="https://www.microsoft.com/en-us/microsoft-365/excel">https://www.microsoft.com/en-us/microsoft-365/excel</a> <a href="https://templates.office.com/">https://templates.office.com/</a>				
<b>Course Assessment</b>	<b>Exam Grade</b>	<b>Homework Grade</b>	<b>Attendance Grade</b>	<b>Cumulative Grade</b>	<b>Final Exam</b>
	20	10	10	40%	60%
<b>General Notes</b>					

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Head of Deptment

D.r Zain AlAbidean J. Mohammed

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Week	Date	Number of Hours	Topics Covered	Notes
1	2025-1-31	3	Cell formatting	
2	2025-2-7	3	Numerical cell formatting	
3	2025-2-14	3	Text cell formatting	
4	2025-2-21	3	Merging cells	
5	2025-2-28	3	Cell auto formatting	
6	2025-3-7	3	Data manipulation	
7	2025-3-14	3	Data security	
8	2025-3-21	3	filtering	
9	2025-3-28	3	Data checking	
10	2025-4-4	3	graphs	
11	2025-4-11	3	Designing administrative systems	
12	2025-4-18	3	Designing information systems	
13	2025-4-25	3	Designing accounting systems	
14	2025-5-2	3	Designing systems for human resources	
15	2025-5-9		Exam	

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