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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Number of Hours** | **Topics Covered** | **Notes** |
| **1** | 31 Jan 2024 | **3** | Cell formatting |  |
| **2** | 7 Feb 2024 | **3** | Numerical cell formatting |  |
| **3** | 14 Feb 2024 | **3** | Text cell formatting |  |
| **4** | 21 Feb 2024 | **3** | Merging cells |  |
| **5** | 28 Feb 2024 | **3** | Cell auto formatting |  |
| **6** | 6 Mar 2024 | **3** | Data manipulation |  |
| **7** | 13 Mar 2024 | **3** | Data security |  |
| **8** | 20 Mar 2024 | **3** | filtering |  |
| **9** | 27 Mar 2024 | **3** | Data checking |  |
| **10** | 3 Apr 2024 | **3** | graphs |  |
| **11** | 10 Apr 2024 | **3** | Designing administrative systems |  |
| **12** | 17 Apr 2024 | **3** | Designing information systems |  |
| **13** | 24 Apr 2024 | **3** | Designing accounting systems |  |
| **14** | 1 May 2024 | **3** | Designing systems for human resources |  |
| **15** | 8 May 2024 | **3** | Advanced designs |  |