|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  | **3** | Cell formatting |  |
| **2** |  | **3** | Numerical cell formatting |  |
| **3** |  | **3** | Text cell formatting |  |
| **4** |  | **3** | Merging cells |  |
| **5** |  | **3** | Cell auto formatting |  |
| **6** |  | **3** | Data manipulation |  |
| **7** |  | **3** | Data security |  |
| **8** |  | **3** | filtering |  |
| **9** |  | **3** | Data checking |  |
| **10** |  | **3** | graphs |  |
| **11** |  | **3** | Designing administrative systems |  |
| **12** |  | **3** | Designing information systems |  |
| **13** |  | **3** | Designing accounting systems |  |
| **14** |  | **3** | Designing systems for human resources |  |
| **15** |  |  | Exam |  |