



Course Description Form

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.

1. Educational Institution	Shatt Al-Arab University
2. Department / Center	College of Administration and Economics / 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	1/9/2024

9. Course Objectives

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

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.
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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:

a. Scientific Skills

b. Leadership Skills

c. Skills Related to Administrative Work Challenges
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Methods of Teaching and Learning

a. Using already– prepared lectures.

b. Using up–to–date data shows.
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c. Homework

d. Adopting group discussions.

Methods of Evaluation

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

(C) Sentimental and Value Objectives

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

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)

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	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions
5	3	student understands the subject	Mouse Pointers	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions
6	3	student understands the subject	Worksheet	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions
7	3	student understands the subject	Cell, Row, Column	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions
8	3	student understands the subject	Selection	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions

9	3	student understands the subject	format	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions
10	3	student understands the subject	format	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions
11	3	student understands the subject	Cell format	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions
12	3	student understands the subject	Formula	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions
13	3	student understands the subject	Functions	<ul style="list-style-type: none"> – lectures – case study – discussions 	<ul style="list-style-type: none"> – practical side – questions

14	3	student understands the subject	Charts	– lectures – case study –discussions	– practical side –questions
15	3		Exam		

12.Infrastructure

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

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)