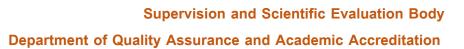
Ministry of Higher Education and Scientific Research





Course Description Form

Course Description	Administrative and office applications in
	the field of business using Excel

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

knowledge.

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

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.
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
Methods of Teaching and Learning
a. Using already– prepared lectures.
b. Using up-to-date data shows.
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	lecturescase studydiscussions	practicalsidequestions
2	3	student understands the subject	Basic Schemes & Features	lecturescase studydiscussions	practicalsidequestions
3	3	student understands the subject	Interactive workbook window	lecturescase studydiscussions	practicalsidequestions

4	3	student understands the subject	Settings	lecturescase studydiscussions	practicalsidequestions
5	3	student understands the subject	Mouse Pointers	lecturescase studydiscussions	practicalsidequestions
6	3	student understands the subject	Worksheet	lecturescase studydiscussions	practicalsidequestions
7	3	student understands the subject	Cell,Row,Column	lecturescase studydiscussions	practicalsidequestions
8	3	student understands the subject	Selection	lecturescase studydiscussions	practicalsidequestions

9	3	student understands the subject	format	lecturescase studydiscussions	practicalsidequestions
10	3	student understands the subject	format	lecturescase studydiscussions	practicalsidequestions
11	3	student understands the subject	Cell format	lecturescase studydiscussions	practicalsidequestions
12	3	student understands the subject	Formula	lecturescase studydiscussions	practicalsidequestions
13	3	student understands the subject	Functions	lecturescase studydiscussions	practicalsidequestions

14	3	student understands the subject	Charts	lecturescase studydiscussions	practicalsidequestions
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)