Weekly Lessons Schedule

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-first 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					

Assistant Lecturer
Anees Basil Abdulkareem

Head of Deprtment

D.r Zain AlAbidean J. Mohammed

Weekly Lessons Schedule

Week	Date	Number of Hours	Topics Covered	Notes
1	24 Sep 2024	3	Basic Schemes & Features	
2	1 Oct 2024	3	Basic Schemes & Features	
3	8 Oct 2024	3	Interactive workbook window	
4	15 Oct 2024	3	Settings	
5	22 Oct 2024	3	Mouse Pointers	
6	29 Oct 2024	3	Worksheet	
7	5 Nov 2024	3	Cell, Row, Column	
8	12 Nov 2024	3	Selection	
9	19 Nov 2024	3	Format	
10	26 Nov 2024	3	Format	
11	3 Dec 2024	3	Cell format	
12	10 Dec 2024	3	Formula	
13	17 Dec 2024	3	Functions	
14	24 Dec 2024	3	Charts	
15		3	Final Exam	

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