

1.Course Name:	
Computer 4	
2.Course Code:	
WNR-22-05	
3.Semester / Year:	
Second Stage/Second Semester	
4.Description Preparation Date:	
15/01/2025	
5.Available Attendance Forms:	
In-person lectures and practical laboratories (attendance forms)	
6.Number of Credit Hours (Total) / Number of Units (Total)	
1 Theoretical + 1 Lab (2 Hours Per Week), Number of Credits (1)	
7.Course administrator's name (mention all, if more than one name)	
Name: Amjed M. Jebur Email: amjed.mohammed@uowa.edu.iq	
8.Course Objectives	
<ul style="list-style-type: none"> • .Define concepts, terms office programs • Illustrative the student with Microsoft office and its tools in the human body. • Make the student to be able to operate new programs of different human organs in normal and abnormal conditions. • .Improve student skills in programs environment • . Use laboratory methods for monitoring data and results in theatrical and practical form • Handle the report and research properly. <p>* To create a base acknowledgment of the student to make him able to understand and analysis the future objects changes in the laboratory.</p> <ul style="list-style-type: none"> • Enhance the care of computer programs samples and lab equipment. • Define the new techniques of Microsoft office programs-in the laboratory. 	
1. Teaching and Learning Strategies	
Strategy	<ul style="list-style-type: none"> - Theoretical lectures. - Discussions. . - Lab training

2. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1T+1L	Definition and Applications	Introduction to Microsoft Excel 2010	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
2	1T+1L	Define how to open and close Excel program	Operating the Main Window of Microsoft Excel 2010	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
4	1T+1L	Define the most important Tabs of Microsoft Excel	Explain Orders of file tabs in Microsoft Excel	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
5	1T+1L	Define Home tab which are clipped, font and cells format	Explain Orders of Clipboard Group in Home Tab	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
6	1T+1L	Define Number format of Excel 2010	Explain Orders of Number Group in Home Tab	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
7	1T+1L	Define Styles which include Tables and cells format of Excel 2010	Explain Orders of Style Group in Home Tab	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
8	1T+1L	Define the Insert tab of Excel 2010	Orders of Insert Tab	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
9	1T+1L	Define the groups of Charts and its types and how to create it	Explain Orders of Chart Group in Insert Tab	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
10	1T+1L	Define the most important available functions and how to insert and use it	Explain Orders of Formula Tab in Microsoft Excel	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .

11	1T+1L	Define how to separate and filter the data Ascending and descending	Explain Orders of Conditional format Group Home Tap	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
12	1T+1L	Define the rules of write the mathematical formula	Explain Orders of Function Library Group in Formula Tap	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
13	1T+1L	Define how to setting worksheet view and how to freeze the columns and rows	Explain Orders of View Tap in Microsoft Excel	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, & Practical evaluation .
14	1T+1L	Global Review of Course Material			Quizzes, students' participation in the lecture, & Practical evaluation .
15	1T+1L				Quizzes, students' participation in the lecture, & Practical evaluation .

3. Course Evaluation

Evaluation				Score standard
Formative		Summative		-Excellent (90-100) -Very Good (80-less than 90) -Good (70-less than 80) -Fair (60-less than 70) -Acceptable (50-less than 60) - Fail (less than 50)
Scores	Evaluation methods	Scores	Evaluation methods	
4%	Daily Quizzes	10%	First-Mid-term theoretical exam	
2%	Seminars	10%	Second-midterm exam	
2%	Reports	10%	Mid-term-practical evaluation	
2%	Participation	60%	Final practical exam	
10%		90%		

4. Learning and Teaching Resources

Required textbooks (curricular books any)	1- اساسيات الحاسوب و تطبيقاته المكتبية الجزء الثاني/وزارة التعليم العالي و البحث العلمي - ا.م.زياد محمد عبود و اخرون 2010 2- مايكروسوفت وورد - اكسل 2010 - محمد عبد عطية السراج
Main references (sources)	.Bignning Microsoft Excel 2010, By T.y Anderson, Guy Hart-Davi.
Recommended books and references (scientific journals, reports...)	منهاج الحاسوب
Electronic References, Websites	- تقنيات الحواسيب في العصر الحديث

Teacher name: م.م امجد محمد جبر