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)

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8.Course Objectives

☐ .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.

* To create a base acknowledgment of the student to make him able to understand and analysis the future objects changes in the laboratory.

☐ Enhance the care of computer programs samples and lab equipment.

☐Define the new techniques of Microsoft office programs-in the laboratory.

9.Teaching and Learning Strategies

Strategy	- Theoretical lectures. - Discussions. - Reports.

	- Lab training			

10.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 Taps of Microsoft Excel	Explain Orders of file tap in in Microsoft Excel	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
5	1T+1L	Define Home tap which are clipped, font and cells format	Explain Orders of Clipboar Group in Home Tap	-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 Tap	-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 Gro in Home Tap	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
8	1T+1L	Define the Insert tap of Excel 2010	Orders of Insert Tap	-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 Tap	-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 Tap 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 Conditio format Group in 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 Ta 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 .

11.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%		

12.Learning and Teaching Resources

Required textbooks (curricular boo if any)	2- اساسيات الحاسوب و تطبيقاته المكتبية الجزء الثاني/وزارة التعليم العالي و البحث العلمي – ا.م.زياد محمد عبود و اخرون2010 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	ـ ـتقنيات الحواسيب في العصر الحديث