

## Academic Program Description Form

University name: University Tikrit

College/Institute: College Management and Economics

Scientific Department: Department General Administration



Name of academic or professional program: Public Administration Department

Final Certificate Name: Bachelor Science in Public Administration

Academic system: Course system

Description preparation date: 14/9/2023

Date of filling the file: 14/9/2023

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شعير  
التاريخ: 2023 / 9 / 17      التاريخ: 2023 / 9 / 17

دقق الملف من قبل  
شعبة ضمان الجودة والأداء الجامعي  
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التاريخ: 2023 / 9 / 17

  
مصادقة السيد العميد

### 1. Program Vision

Excellence in deliveryAngelspioneerAndTo lead public sector institutions that meet stakeholder requirements, in line with global quality standards..

### 2. Program message

Providing the public sector with the educated administrative energies it needs to meet its aspirations in serving the community, and communicating with relevant stakeholders to consolidate community behaviors through education.andLearning, creating an open environment for cultural and intellectual exchange that stimulates scientific research, creativity, innovation and leadership, as well as disseminating knowledge to public sector institutions to ensure the well-being and excellence of society..

### 3. Program objectives

- 1) Preparing graduates capable of working in government organizations, thus contributing to achieving social and economic development in society..
- 2) Supporting government organizations and developing their knowledge in the fields of central and local administration by providing them with specialized administrative cadres.In this field.
- 3) Disseminating noble community values and instilling integrity behaviorsAnd community serviceIn the basics of workAdministrative.
- 4) Continuous development of the scientific contributions portfolioFor membersThe teaching staff in the department and following up on their feedback to ensure the achievement of the objectives of the educational process.
- 5) Building bridges of cooperation between the Public Administration Department and the community, and achieving a strategic partnership with government organizations by creating a cooperative environment that achieves continuous communication.andfor.

#### 4. Program accreditation

DoThe programIs the program accredited? And from which authority? both .٦

#### 5. Other external influences

Is there a sponsor? ForprogramYes, Ministry of Higher Education and Scientific .٧  
Research

#### 6. Program Structure

comments	percentage	Study unit	Number of courses	Program Structure
	9.4%	14	6	Institutional Requirements
	18%	27	10	College Requirements
	72.6%	109	40	Department Requirements
				Summer training
				Other

\*Notes may include whether the course is basic or optional.

#### 7. Program Description / Curriculum of the Department of Public Administration

Credit hours		Course name	Course code	Year/Level
practical	theoretical			<b>First</b>
	3	Principles of Public Administration 1		
	3	Principles of Economics		
	3	Principles of Statistics		

<b>1</b>	<b>2</b>	<b>Computer 1Word</b>		
	<b>2</b>	<b>Arabic</b>		
	<b>2</b>	<b>Human rights and democracy</b>		
	<b>3</b>	<b>Principles of Public Administration 2</b>		
	<b>3</b>	<b>Mathematics for administrators</b>		
	<b>3</b>	<b>Accounting principles</b>		
	<b>3</b>	<b>ReadingsEnglish</b>		
<b>1</b>	<b>2</b>	<b>Computer2Word</b>		
	<b>2</b>	<b>English language</b>		<b>Second</b>
	<b>3</b>	<b>Marketing Management</b>		
	<b>3</b>	<b>Human Resources Management</b>		
	<b>2</b>	<b>Administrative law</b>		
<b>2</b>	<b>2</b>	<b>Intermediate Accounting</b>		
	<b>3</b>	<b>The development of organizational thought</b>		
	<b>2</b>	<b>English language</b>		
	<b>2</b>	<b>Quantitative methods</b>		
<b>1</b>	<b>2</b>	<b>Computer1Excel</b>		
	<b>2</b>	<b>Baath crimes in Iraq</b>		
	<b>3</b>	<b>Public Relations</b>		
<b>2</b>	<b>2</b>	<b>Government accounting</b>		
	<b>2</b>	<b>Administrative Psychology</b>		
	<b>2</b>	<b>Civil Service Legislation</b>		
	<b>3</b>	<b>Political systems</b>		
	<b>2</b>	<b>Operations research</b>		
<b>1</b>	<b>2</b>	<b>Computer1Excel</b>		
	<b>3</b>	<b>Public Financial Management</b>		<b>Third</b>
<b>2</b>	<b>2</b>	<b>unified accounting system</b>		
	<b>3</b>	<b>Local administration</b>		
	<b>3</b>	<b>Contract management</b>		

	2	Quality Management	
	2	Public service ethics	
1	2	Database Computer Applications2	
	2	English language	
	3	Organizational Behavior	
	3	Financial policies	
	2	General Project Management	
	3	Management Information Technology	
	3	Comparative local management systems	
	2	Environmental management	
1	2	Database Computer Applications2	
	3	Production and Operations Management	
	2	Comparative Public Administration	
	3	Administrative development1	
	3	Strategic Management1	
	2	English language	
1	2	Computer Applications1QSB	
	2	Scientific research methods and ethics	
	3	Strategic management	
	3	Administrative development 2	
	2	Risk Management and Insurance	
	3	General Policies	

**Fourth**

1	2	<b>Computer Applications2QSB</b>		
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### 8. Expected learning outcomes of the program

#### Knowledge

The ability of the department's graduates to develop their administrative and cognitive skills and achieve leadership in leading government institutions.	-	Providing leading cadres in leading public sector institutions. Disseminating knowledge in government institutions to achieve the aspirations of society. The ability to manage and invest knowledge in a way that achieves the quality and efficiency of the academic program's outputs and their suitability for the labor market.	-
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#### Skills

Management Department graduates have the ability to think, solve problems and manage time.	-	Developing and supporting the spirit of creativity, innovation and leadership. Creating an open environment for cultural and intellectual exchange.	-
Our outputs should be knowledgeable and skilled in how to accomplish the tasks assigned to them.	-	Communicate and interact constructively with stakeholders.	-

#### Values

Adherence to professional ethics and the ability to demonstrate high professional competence.	-	Establishing social and ethical responsibility. Serving the community and meeting its requirements.	-
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The student must believe in the principles of integrity and transparency, and have the ability to apply the concepts of quality management at work.

Integrity and transparency. -  
Quality. -

### 9. Teaching and learning strategies

- Active learning: Encouraging students' active participation in learning processes, such as discussions, group activities, and problem solving, to enhance their deep understanding of mathematical concepts. -
- Cooperative learning: Encouraging students to work together in small groups to solve problems related to their studies and sharing ideas, which contributes to enhancing interaction and knowledge exchange between them. -
- Use of Technology: Leveraging technology to provide interactive learning tools such as computer software and online resources to enhance student understanding and motivation. -
- Problem-based learning: presenting specific problems and motivating students to think critically and use skills to solve it. -
- Multiple Instructional Strategies: Providing a variety of instructional strategies, such as interactive lectures, practical lessons, and hands-on exercises, to meet the diverse needs of students. -
- Promote thinking: Encourage students to develop thinking skills such as analysis, planning and inference, by providing stimulating questions and applied problems. -
- Provide immediate feedback: Provide mechanisms to provide immediate feedback to students on their performance and understanding of concepts, whether through periodic assessments or direct interaction with the teacher. -

### 10. Evaluation methods

Classroom performance assessment: This includes assessing students' performance during lessons, lectures and workshops, whether through written tests or continuous assessment of their participation and understanding of the

material.

Participation in discussions and activities: Students' participation in class discussions, group activities, and individual projects can be assessed to assess their understanding and engagement with the material. .٢

Tests and assignments: Students may be given regular tests and assessment assignments to assess their problem-solving skills.related to their field of expertiseAnd their understanding of the concepts presented. .٣

Evaluating participation in research: The extent to which students participate in research activities and scientific projects can be assessed, and an evaluation can be provided of their presentation style and analysis of their results and conclusions. .٤

Practical Performance Evaluation: Students can be evaluated in practical performance through:VisitsProcess and participation in applied activities. .٥

Evaluation of external participation: This includes evaluation of the extent of students' participation in external activities such as conferences, seminars, and sports competitions. .٦

Evaluation of Personal and Professional Development: Students' personal, professional and academic development can be evaluated during their participation in the faculty mentoring program. .٧

## 11. Faculty

### Faculty members

Faculty preparation		Requirements/ Skills (if any)	Specialization		Academic Rank
lecturer	angel		private	general	
	angel		Operations research	Statistics (Operations Research)	Asst. Prof. Dr. Mazhar Khaled Abdel Hamid
	angel		Administrati ve law	General law	A.M.D. Mohamed Ahmed Raheel Aftan
	angel		Financial manageme nt	business management	A.M.D. Qusay Jassim Mohammed Imran



	angel		Bank manageme nt	business management	A.M. Mazen Noman Abdullah Bakr
	angel		linguistics	English language	<b>A.M. Adnan Fayhan Mahmoud Khader.</b>
	angel		Financial manageme nt	business management	<b>A.M. Ahmed Khader Ahmed Ali</b>
lecturer			Political economy	economy	<b>Prof. Dr. Saad Saleh Issa</b>
lecturer			Special law	law	<b>Asst. Prof. Dr. Yasser Ali Hamdan</b>
	angel		Networks	Calculators	<b>Asst. Prof. Dr. Qusay Abboudi Ali</b>
	angel		Financial manageme nt	business management	<b>A.M. Present Sabah Shaeer Jabara</b>
	angel		Knowledge manageme nt	business management	A.M. Tariq Aziz Kurdi
	angel		organized	business management	M. Khalaf Mohammed Alou
	angel		Organizatio n theory	business management	M Iman Muwaffaq Omar
	angel		administrati on Financial	business management	Mr. Salam Hussein Jassim Handa
	angel		administrati on Financial	administration works	M. Najm Suhail Najm Abdullah
	angel		Human Resources	business management	M. Talha Kwan Salem
	angel		Applied statistics	count	Ms. Aisha Abdel Khaleq Ismail
	angel		business manageme	business management	Mr. Saad Salem Ghanem Suleiman

			nt		
	<b>angel</b>		Financial manageme nt	business management	Dr. Qutaiba Ibrahim Hamada
	<b>angel</b>		General Administrati on	General Administration	M. Hamid Anwar Danok
	<b>angel</b>		business manageme nt	business management	Mr. Naji Hassan Ahmed Allawi
	<b>angel</b>		Production and operations	business management	M. Maysam Riad Bahr
	<b>angel</b>		Human Resources	business management	Mr. Hussein Abdul Hamad Hussein
	<b>angel</b>		Human Resources	business management	millimeter. Hassan Farhan Ahmed Handal
	<b>angel</b>		General Policies	General Administration	Mr. Mohamed Mustafa Mohamed Ibrahim
	<b>angel</b>		Human Resources	business management	M. Ahmed Ayed Makhlaf
	<b>angel</b>		Human Resources	business management	M.M. Nihad Khamis Hassan
	<b>angel</b>		Quality Manageme nt	business management	M. Mazhar Ahmed Khalaf
	<b>angel</b>		Production manageme nt	business management	Mr. Ali Mohammed Huwait Khater
	<b>angel</b>		Bank manageme nt	Financial and Banking Sciences	M.M. Ali Hamad Ali
	<b>angel</b>		Information systems	Management Information	M.M. Mohammed Salem Abdel

				Systems	
lecturer			English literature	English language	M. Alaa Ahmed Abdullah
	angel		law	law	Mr. Ihab Abdullah Muhaimid
	angel		Cost accounting	accounting	Mr. Yasser Fouad Taha
lecturer			law	law	Mr. Maher Sabah Habib
	angel		Financial accounting	accounting	Mr. Mohammed Ahmed Diab
	angel		Management accounting	accounting	Mr. Ali Fouad Taha
	angel		about	Arabic	M.M. Ali Ghaleb Ali

### Professional development

#### Orientation of new faculty members

**Determining the needs of the university and the department: The needs of the university and the department are determined in terms of the required educational cadres and preferred specializations.** 1-

**Orientation Programs: Customized orientation programs are designed for new, visiting, full-time and part-time members based on their needs and specialties.** 2-

**Introduction to the University Environment: A comprehensive introduction to the university and the Department of Public Administration is provided, including an overview of the department, vision, mission, goals, and available services.** 3-

**Providing support resources: New members are provided with the necessary 4- resources and support, including training courses, workshops, and technical assistance.**

**Academic Orientation: New members are oriented regarding the curricula, 5- research areas and teaching methods used in the department.**

**Administrative Orientation: New members are oriented to administrative 6- procedures, responsibilities, university policies and code of conduct.**

**Ongoing Support: Ongoing support is provided to new, visiting, full-time 7- and part-time faculty members through advisory sessions, workshops and periodic evaluations.**

### **Professional development for faculty members**

Identifying needs and setting goals: Faculty needs are identified through surveys and .1 performance evaluations, and then specific goals to be achieved within the program are identified.

Development Program Design: Based on the specific needs and objectives, a .2 comprehensive development program is designed that includes a set of activities, training courses, workshops, and educational resources.

Program Implementation: The development program is implemented in a regular and .3 organized manner, including organizing workshops, conducting training courses, and providing appropriate educational resources.

Use effective teaching strategies: Faculty members learn to use and apply modern and .4 effective teaching strategies, such as cooperative learning, active learning, and educational technology.

Evaluation of learning outcomes: The effectiveness of the development program is .5 evaluated by evaluating the learning outcomes of faculty members, such as increased levels of knowledge, teaching skills, and interaction with students.

Continuous Development: Ongoing feedback and support is provided to faculty .6 members to promote ongoing professional and academic development.

Participation in scientific research and publication: Faculty members are encouraged to .7 participate in scientific research and publish the results in prestigious academic journals, which enhances their academic standing and contributes to the development of knowledge in their fields.

## 12. Acceptance Criteria

- Central acceptance. -١
- Accepting exceptions (martyrs' families, children of faculty, distinguished employees, top students in institutes, foreign students). -٢
- Private government education -٣
- Accepting evening studies. -٤

## 13. The most important sources of information about the program

- University, college and electronic department website. -١
- Priorities for establishing the department. -٢
- Project to develop and update the curricula of the faculties of management and economics in Iraqi universities for the year 2017. -٣

## 14. Program Development Plan

- Curriculum development. -١
- Open postgraduate studies (higher diploma equivalent to a master's degree). -٢
- Developing teaching and administrative staff through courses, seminars and workshops in areas of specialization. -٣
- Supporting scientific research efforts by encouraging faculty members to publish, especially in international journals. -٤
- Conducting training programs to develop students' capabilities in technical and information technology fields. -٥
- Organizing field visits and scientific trips for students to government institutions. -٦

## Program Skills Chart

### Required learning outcomes of the program

Values				Skills				Knowledge				Essential or optional?	Course name	Course code	Year/L level
A4	A3	A2	A1	B4	B3	B2	B1	A4	A3	A2	A1				
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Public Administration 1		First year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Economics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Principles of Statistics		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Computer 1Word		
	✓	✓	✓		✓	✓	✓		✓	✓	✓		Arabic		

	✓	✓	✓		✓	✓	✓		✓	✓		Human rights and democracy		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Principles of Public Administration 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Mathematics for administrators		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Accounting principles		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	ReadingsEnglish		
	✓	✓	✓		✓	✓	✓		✓	✓	✓	Computer2Word		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Marketing Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Human Resources Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Administrative law		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Intermediate Accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	The development of organizational thought		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Quantitative methods		
	✓	✓	✓		✓	✓	✓		✓	✓	✓	Computer1Excel		
	✓	✓	✓		✓	✓	✓		✓	✓	✓	Baath crimes in Iraq		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Public Relations		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Government accounting		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Administrative Psychology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Civil Service Legislation		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Political systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Operations research		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Computer1Excel		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Public Financial Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	unified accounting system		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Local administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Contract management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Quality Management		

Second year

Third year

✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Public service ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database Computer Applications2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Organizational Behavior		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Financial policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Project Management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Management Information Technology		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative local management systems		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Environmental management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Database Computer Applications2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Production and Operations Management		Fourth year
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Comparative Public Administration		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic Management1		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		English language		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications1QS B		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Scientific research methods and ethics		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Strategic management		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Administrative development 2		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Risk Management and Insurance		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		General Policies		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Computer Applications2QS B		

\*Please tick the boxes corresponding to the individual learning outcomes of the programme being assessed.

### Course Description Form

1. Course name

Computer 1

**2. Course code**

nothing

**3. Semester/Year**

First semester / second year

**4. Date this description was prepared**

14/9/2023

**5. Available forms of attendance**

Attendance (class attendance)

**6. Number of study hours (total) / Number of units (total)**

30 hours / number of units (2)

**7. Name of the course supervisor (if more than one name is mentioned)**

M.M. Mohammed Salem Abdel E-mail: Mohammed.Salim87@tu.edu.iq

**8. Course objectives**

- Training the student and developing his scientific abilities to benefit from the computer.
- Providing the student with creative mental abilities, helping him to think logically, inductively and deductively, and developing his abilities to solve problems.
- Strengthening the desire factor towards computers and their applications and providing the student with positive tendencies towards information technology.

Subject objectives

**9. Teaching and learning strategies**



Use of Technology: Leveraging -  
 technology to provide interactive  
 learning tools such as computer  
 software and online resources  
 to enhance student  
 understanding and motivation.

Problem-based learning: -  
 presenting specific problems  
 and motivating students to think  
 critically and use management  
 skills to solve them.

Multiple Instructional Strategies: -  
 Providing a variety of  
 instructional strategies, such as  
 interactive lectures, practical  
 lessons, and hands-on  
 exercises, to meet the diverse  
 needs of students.

Strategy

**10. Course Structure**

<b>Evaluation method</b>	<b>Learning method</b>	<b>Name of the unit or topic</b>	<b>Required learning outcomes</b>	<b>Watches</b>	<b>The week</b>
<b>Follow up on practical assignments</b>	Explanation of the program with practical means of	Introduction to the program (2010Microsoft Excel) with explanation of bars, active cells, and cell ranges.	Gain general - knowledge in dealing with the program and clearly	<b>2</b>	<b>the first</b>

	clarification to create interaction between students and the material				
<b>Follow up on practical assignments, ask questions to students</b>	Interaction between teacher and students with practical application	<b>File menu commands (File)</b> Save and Save as for the file Open and close the file –Information and including setting a password for the file– (password) Create file and new stored files Print and finish file	Knowing the - basic methods in the program in terms of (saving, printing)  Protect data in - the document through passwords	2	<b>the second</b>
<b>Conduct daily exams, with follow-up of daily assignments.</b>	Using practical application with brainstorming technique for interaction	<b>Home menu commands (Home)</b> Clipboard (Cut Copy Copy Format Paste – Font) (Size) Zoom in Zoom out Font color and border – Alignment (Cell format Text direction Show text, Merge and center (cells)	Knowing the - important commands represented (copy, cut, paste). Manipulate text - font size and color. Clarify the - alignment in the text (right, center, left).	2	<b>the third</b>
Follow up on practical assignments, ask questions to students	Theoretical clarification of important terms and their practical application	<b>Home menu commands (Home)</b> Number Format (Year, Decimal Point, Currency)Currency) Accounting, (Date, Time, Percentage, Fractions, Scientific Notation, Text).	Know the format - for numbers, dates, times, and currencies and distinguish between them to deal with data	2	<b>Fourth</b>
Conduct daily exams, with follow-up of daily assignments.	Practical application of the topic with questions for students to determine the depth of their understanding of the topic.	<b>Home menu commands (Home)</b> Patterns (Styles) include formatting tables and cells, including inserting rows, columns, cells, and worksheets, and deleting rows, columns, cells, and worksheets.	Gain technical - knowledge of adding or deleting (rows or columns) in the program and dealing with the worksheet	2	<b>Fifth</b>
Follow up on practical assignments, ask questions to students	Practical application of the material to increase students' awareness of this topic	<b>Home menu commands (Home)</b> Editing includes creating a linear numeric series... and deleting comments, formats and data, arranging data in ascending or descending order or according to a specific condition, finding	Excellent - handling of data and arranging it in ascending or descending order as needed.	2	<b>Sixth</b>

		and identifying data.			
Conduct daily exams, with follow-up of daily assignments.	Scientific application of the material with theoretical explanation of terms	<b>Insert menu commands (Insert)</b> Includes tables and table charts. Pivot Table, illustrations, pictures of shapes, charts and symbols.	Learn to deal - with tables (Pivot Table) To achieve a professional presentation of data and exploit it correctly	2	<b>Seventh</b>
Request scientific reports on the material, daily participation	Theoretical clarification of important terms and their practical application	<b>Page Layout Menu Commands (Page Layout Features (Themes) and</b> increase the number of columns with changing the font type for the column name. Page settings to specify the margins, size and orientation of the paper. Paper options to change the application and hide and show fonts and titles.	Arrange the - paper in terms of direction (portrait or landscape), add margins, and display titles.	2	<b>The eighth</b>
Follow up on practical assignments, ask questions to students	Practical application of functions with real examples for clarification	<b>Formula menu commands (Formulas)</b> Insert ready-made functions – (Function) Library of ready-made functions – Naming cells by default – Checking Formulas and calculations (Calculation).	Use ready-made - functions to solve mathematical and probability problems and issues	2	<b>Ninth</b>
		<b>First exam</b>	-	2	<b>tenth</b>
Conduct daily exams, with follow-up of daily assignments.	Using practical application with brainstorming technique for interaction	<b>Data list commands (Data)</b> Sorting and filtering data (Sort & Filter) to arrange data alphabetically or numerically from highest to lowest.	Good handling - of data in terms of sorting, filtering, arranging it as needed, and easy access to it	2	<b>eleventh</b>
Request scientific reports on the material, daily participation	Practical application of these settings	<b>Checklist Commands (Review)</b> It includes (Change) by setting a password for the sheet to hide and show comments. <b>Show menu commands (View)</b> It includes the method of displaying the sheet and how to deal with the formula bar or to freeze (Freeze rows and columns	Encode the - worksheet with a secret number and hide it if necessary. Freeze rows or - columns to improve data display.	2	<b>twelfth</b>

		and also divide the sheet.			
Conduct daily exams, with follow-up of daily assignments.	A theoretical description of this topic and then its practical application.	<b>Introduction to Mathematical Formulas</b> (FormulasMathematic Functions) Rules for writing mathematical formulas Drag and drop methodDraw & Drop) with examples of adding and subtracting values for columns, rows and percentages.	When dealing - with mathematical formulas, we use the function (Draw & Drop) to extract results without repeating each step separately.	2	<b>thirteenth</b>
Follow up on practical assignments, ask questions to students	Practical application of mathematical equations and discussion of their results	Examples and exercises About multiplication and division with addition and subtraction of values for columns and rows and percentages, and how to calculate a group of columns)	Gaining practical - knowledge and dealing with arithmetic operations in rows and columns in order to hone the student's skills	2	<b>fourteenth</b>
		<b>Second exam</b>		2	<b>fifteenth</b>

## 11. Course Evaluation

10Grades (first month exam (theoretical + practical))  
10Grades (second month exam (theoretical + practical))  
5Grades (attendance and participation for students)  
5grades (Daily Exams)  
70 marks final exam (Theoretical + Practical)

## 12. Learning and teaching resources

Computer Basics and Office Applications / Part Three	Required textbooks (methodology if any)
Application and analysis of data using 2010Excel. - Data analysis usingMicrosoft Excel 2010 - Internet. -	Main References (Sources)
	Recommended supporting books and references (scientific journals, reports...)
Microsoft Support and Help Site <a href="https://support.microsoft.com/arsa/office/Basic%20tasks%20in%20excel-dc775dd1-fa52-430f-9c3c-d998d1735fca">https://support.microsoft.com/arsa/office/Basic tasks inexcel-dc775dd1-fa52-430f-9c3c-d998d1735fca</a> -	Electronic references, websites

