

Course Description Template

(Approved based on the twinning agreement with the University of Karbala – Faculty of Business Administration / Department of Business Administration)

University Name: Warith Al-Anbiya University

College/Institute: College of Administration and Economics

Scientific Department: Department of Business Administration

Curriculum: Bologna Track for the Second Stage

MODULE DESCRIPTION FORM

Sample course description

Module Information				
Course Information				
Module Title	Computer		Module Delivery	
Module Type	Basic		<input type="checkbox"/> Lecture <input checked="" type="checkbox"/> Tutorial <input checked="" type="checkbox"/> Practical <input checked="" type="checkbox"/> Seminar	
Module Code	UNI-2106			
ECTS Credits	5			
SWL (hr/sem)	75			
Module Level	UGx11	2		Semester of Delivery
Administering Department	Administration		College	Collage of Administration and Economics
Module Leader	Eng. Zeina Mustafa Mohamed		e-mail	
Module Leader's Acad. Title	Assistant Lecturer		Module Leader's Qualification	
Module Tutor			e-mail	
Peer Reviewer Name			e-mail	
Scientific Committee Approval Date			Version Number	

Relation with other Modules			
Relationship with other subjects			
Prerequisite module	None	Semester	
Co-requisites module	None	Semester	

Module Aims, Learning Outcomes and Indicative Contents	
Course Objectives, Learning Outcomes, and Instructional Contents	
Module Objectives Course Objectives	1- Developing the student's abilities and skills regarding the use of Excel software and understanding all its details. 2. Give the student a general idea of how to use and manage electronic schedules. 3- Providing a full briefing to students on everything related to the program. 4- Clarifying the tapes, tools, and electronic commands that can be followed in coordinating the program's schedules. 5- Encouraging the construction of future work projects based on the Excel program.
Module Learning Outcomes Learning Outcomes for the Course	1- Understand the importance of using Excel software in organizations of all kinds. 2- Dealing with management problems and solving them electronically by relying on Excel software. 3- A clear and accurate understanding of the tools and equations available in the program. 4. The ability to absorb the electronic development of business organizations. 5- Dealing with administrative data electronically. 6- Building good skills among students regarding the formation of electronic databases.
Indicative Contents How-to Contents	The following main topics will be addressed in the current course 1- General Concepts and Introductions to the Program 2- Methods of creating an Excel workbook and the basic elements that make up the program interface 3- Explanation of the components of the worksheet, and the ranges and types of cells 4- Explanation of the program feeding the data and saving the Excel workbook 5- Selection methods available in the program, inserting rows, columns, and

	<p>worksheets, and deleting them</p> <p>6- Adjust the height of rows and columns, freeze sections, hide and show</p> <p>7- Insert shapes and images, change worksheet names, and format cells</p> <p>8- Protecting the worksheets, and ensuring the accuracy of their data</p>
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Learning and Teaching Strategies

Learning and Teaching Strategies

Strategies	<p>The basic learning strategies are:</p> <ol style="list-style-type: none"> 1- Lectures to students in classrooms 2- Use of the school whiteboard. 3- Ask questions to students and ask them to solve them. 4- Participation of students in solving problems in the classroom. 5- Assigning students to homework. 6- Assigning students to make reports related to solving specific administrative problems.
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Student Workload (SWL)

The student's academic load is calculated for 15 weeks

Structured SWL (h/sem)	48	Structured SWL (h/w)	3
Student's regular academic load during the semester		Regular Academic Load of the Student Weekly	
Unstructured SWL (h/sem)	27	Unstructured SWL (h/w)	2
Student's irregular academic load during class		Student's irregular academic load per week	
Total SWL (h/sem)	75		
The student's total academic load during the semester			

Module Evaluation					
Assessment of the course					
As		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	2	10% (10)	5 and 13	All
	Assignments	2	10% (10)	2 and 14	All
	Discussions	1	10% (10)	Continuous	All
	Report	1	10% (10)	15	All
Summative assessment	Midterm Exam	1hr	10% (10)	9	All
	Final Exam	3hr	50% (50)	16	All
Total assessment			100% (100 Marks)		

Delivery Plan (Weekly Syllabus)	
Theoretical Weekly Curriculum	
Week	Material Covered
Week 1	General Concepts and Introductions to the Program
Week 2	Ways to Create an Excel Workbook Basic Elements of the Software Interface
Week 3	Explaining the components of the worksheet Cell ranges and types
Week 4	Save Excel Workbook Data feed the program
Week 5	Selection methods available in the program
Week 6	Methods of adjusting the height of rows and columns
Week 7	Insert rows and columns, and delete them
Week 8	Freezing parts, hiding and showing
Week 9	Explaining ready-made functions and their uses

Week 10	Copy the contents of cells Automatic Packing
Week 11	Exam
Week 12	Search & Replace Insert a worksheet
Week 13	Delete the worksheet Change the name of the worksheet
Week 14	Protect the worksheet Data Validation
Week 15	Insert a photo Insert Shape
Week 16	Preparatory week before the final Exam

Delivery Plan (Weekly Lab. Syllabus)

Weekly Laboratory Curriculum

Week

Material Covered	
Week 1	General Concepts and Introductions to the Program
Week 2	Ways to Create an Excel Workbook Basic Elements of the Software Interface
Week 3	Explanation of the selection methods available in the program
Week 4	Explanation and practical application of statistical functions
Week 5	Explanation and practical application of mathematical functions
Week 6	Explanation and practical application of accounting and financial functions
Week 7	Explanation and practical application of accounting and financial functions

Learning and Teaching Resources

Learning and Teaching Resources

	Text	Available in the Library?
Required Texts	Computer	No . Provided by the

		professor
Recommended Texts	None	
Websites	There isn't any	

Grading Scheme				
Grading Chart				
Group	Grade	Recognition	Marks %	Definition
Success Group (50 - 100)	A - Excellent	Privilege	90 - 100	Outstanding Performance
	B - Very Good	Very good	80 - 89	Above average with some errors
	C - Good	Good	70 - 79	Sound work with notable errors
	D - Satisfactory	Medium	60 - 69	Fair but with major shortcomings
	E - Sufficient	Acceptable	50 - 59	Work meets minimum criteria
Fail Group (0 - 49)	FX – Fail	Deposit (in processing)	(45-49)	More work required but credit awarded
	F – Fail	Failure	(0-44)	Considerable amount of work required
<p>Note: Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.</p>				