



Faculty of Islamic Sciences / University of Warith Al-Anbiya

Course Description Form

The course description provides a summary of the course's key features and the learning outcomes the student is expected to achieve, demonstrating whether the student has made the most of the available learning opportunities. It must be linked to the program description	
1. College	College of Islamic Sciences
2. Scientific Department	Jurisprudence and its principles
3. Instructor's name	Dr. Ali Karim Abdel Rahim
4. stage	First
5. Name / Code	Computer
6. semester / year	Second 2024-2025
7. Number of study hours (total)	30
8. Date this description was prepared	2025-1-22
9. Course objectives	
Learn the most important uses of Excel	
Learn the most important uses of PowerPoint	
10. Course outcomes, teaching, learning and assessment methods	
A - Cognitive objectives	
1. .The student should know the concepts of the Excel program	
2. .The student should know the concepts of PowerPoint	

<p>B - Objectives Course -specific skills</p> <ol style="list-style-type: none"> 1. Learn the most important Excel skills 2. Learn the most important PowerPoint skills
<p>Teaching and learning methods</p>
<p>– Calculator – E-learningData Show Sources –</p>
<p>Evaluation methods</p>
<ol style="list-style-type: none"> 1. Written test 2. Practical test 3. Classroom activity
<p>C - Emotional and value goals</p> <ol style="list-style-type: none"> 1. Simplify procedures 2. Safe use of technology
<p>D - General and transferable skills (other skills related to employability and .(development) Personal</p> <ol style="list-style-type: none"> 1. Internet use 2. General skills

11. Course structure

week	watches	Required learning outcomes	Unit name / topic	Teaching method	Evaluation method
.1	3	Training the student to use Microsoft Word and the basic interfaces of the program	Excel program	Presentation and discussion	Exam and homework
.2	3	Training the student on how to deal with texts and how to make changes to them, such as font color,	Excel program	Presentation and discussion	Exam and homework

		.type, and size			
.3	3	The student's ability to perform some basic operations on texts, such as arranging and adding styles	Excel program	Presentation and discussion	Daily activity
.4	3	Training the student on copying pasting, and , searching and replacing within a Word file	Excel program	Presentation and discussion	Daily activity
.5	3	Training the student to add and deal with images and geometric shapes, as well as the main cover pages and blank .pages	Excel program	Presentation and discussion	Daily activity
.6	3	Training the student to deal with the spreadsheet in terms of adding and deleting rows and columns, merging cells into one cell, and also dividing a cell into .multiple cells	Excel program	Presentation and discussion	Daily activity
.7	3	How to add a	Excel program	Presentation	Daily activity

		header and footer to pages, add page numbering, add a text box for writing, and a title box with a ready-made design		and discussion	
.8	3	Training the student to change the details of the paper such as margins, orientation, and size, as well as dividing the paper into several .columns	Excel program	Presentation and discussion	Daily activity
.9	3	Training the student to add a specific design to the document, add a watermark (image or text), and change the shape of the page borders, such as .adding frames	Excel program	Presentation and discussion	Daily activity
.10	3	How to write functions and equations	Excel program	Presentation and discussion	Daily activity
.11		Training the student on the presentation	PowerPoint program	Presentation and	Daily activity

		program (PowerPoint) and how to create a new file in it, save it, and learn about the main interface of the file		discussion	
.12		Training the student to add slides to the file, geometric shapes or images within the slides, and change the background of the .slides	PowerPoint program	Presentation and discussion	Daily activity
.13		Training the student to deal with the PowerPoint file and add some designs to the slides and transitions for displaying the explanation and movements for the slide contents	PowerPoint program	Presentation and discussion	Daily activity
infrastructure					
1- Required textbooks			Computer and Office Applications Book - Part Three Computer and Office Applications Book - Part Four		
2- Main references (sources			https://www.microsoft.com/ar-xm/office/		

1) Recommended books and references (scientific (.journals, reports, etc	https://www.microsoft.com/ar-xm/office/
2) Electronic references, websites	https://www.microsoft.com/ar-xm/office/
1. Curriculum Development Plan (Suggested Vocabulary)	
Using artificial intelligence systems to develop students' skills	

Department Head Approval

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