



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	Second
5. Name / Code	FI-12-02 computer
6. semester / year	the first
7. Number of study hours (total)	30
8. Date this description was prepared	2024-9-27
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	

<p>A - Cognitive objectives</p> <ol style="list-style-type: none"> 1. .The student should know the concepts of the Excel program 2. .The student should know the concepts of PowerPoint
<p>B - Course specific skill objectives</p> <ol style="list-style-type: none"> 1. Learn the most important Excel skills 2. Learn the most important PowerPoint skills
Teaching and learning methods
- Calculator - E-learningData Show Sources -
Evaluation methods
<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	2	Training the student to use Microsoft Excel and the basic interfaces of the program	Excel program	Presentati on and discussion	Exam and homework
.2	2	Learn about the most important features of Excel, including automatic	Excel program	Presentati on and discussion	Exam and homework

		.filling and others			
.3	2	Create a new workbook , insert and delete worksheets , and how to work with .cells	Excel program	Presentati on and discussion	Daily activity
.4	2	File tab and print options	Excel program	Presentati on and discussion	Daily activity
.5	2	Home tab and how to do data sorting and conditional formatting	Excel program	Presentati on and discussion	Daily activity
.6	2	tab including tables and charts	Excel program	Presentati on and discussion	Daily activity
.7	2	How to write functions and equations	Excel program	Presentati on and discussion	Daily activity
.8	2	Functions 1(Max-Min-Sum- Average)	Excel program	Presentati on and discussion	Daily activity
.9	2) Functions 2count functions (Excel program	Presentati on and discussion	Daily activity
.10	2	Conditionalif function and its branches	Excel program	Presentati on and discussion	Daily activity
.11	2	Training the student on the presentation program (PowerPoint) and how to create a new file in it, save it, and learn about the main interface of the file	PowerPoint program	Presentati on and discussion	Daily activity
.12	2	Training the student to add slides to the file, geometric	PowerPoint program	Presentati on and	Daily activity

		shapes or images within the slides, and change the background of the .slides		discussion	
.13	2	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	Presentati on and discussion	Daily activity

infrastructure	
Computer and Office Applications Book - Part Three Computer and Office Applications Book - Part Four	1- Required textbooks
https://www.microsoft.com/ar-xm/office/	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
1. Curriculum Development Plan (Suggested Vocabulary)	
Using artificial intelligence systems to develop students' skills	

Department Head Approval

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