1. name The course
Calculators
2. Code The Course
CU14
3. the chapter / the year
annual2023-2024
4. date Preparation this the description
1/31/2024
5. Available attendance forms
My presence
6. Number of study hours (total)/number of units (total)
32 hours
7. Name of the course administrator (if more than one name is mentioned)
Name: Hassanein on Dhuwaib Email :hasaneenali43@gmail.com Name: Abbas Aqeel generous Email:Appasahkel@gmail.com
8. Course objectives

Providing students with basic information that enables them to understand computer applications	**Objectives of the study subject**

9. Teaching and learning strategies	
Providing students with the most important general objectives of calculator applications	**The strategy**

10. Course structure

Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Daily tests	Shared	Basic concepts	Introduction to Excel	1	the first
Daily tests	Shared	Identify the most important interfaces of Excel	Excel interface divisions	1	the second
Daily tests	Shared	Identify rows and columns in Excel	Columns rows	1	the third
Daily tests	Shared	Dealing with cells and their contents in the program	Cells in Excel	1	the fourth

Daily tests	Shared	Get to know the instructionsHOME	Explanation of tab instructionsHOME	1	Fifth
Daily tests	Shared	Explanation of the command's instructions	InstructionALIGNMENT	1	VI
Monthly test	Shared	Theoretical + practical	Monthly test	1	Seventh
Daily tests	Shared	Merge cells in Excel	Merge Cells	1	VIII
Daily tests	Shared	Explanation of command orders	CommandNUMBER	1	Ninth
Daily tests	Shared	Explanation of instructionsCELLS	InstructionCELLS	1	The tenth
Daily tests	Shared	Learn how to write equations in Excel	Writing equations in Excel	1	eleventh
Daily tests	Shared	Explanation of the sum function in Excel	Addition function in Excel	1	twelveth
Daily tests	Shared	An example showing how to subtract in Excel	Subtraction function in Excel	1	Thirteenth
Monthly test	Shared	Illustrative example of division and multiplication	Division and multiplication function	1	fourteenth
Comprehensive exam	Shared	Comprehensive testing	Comprehensive testing	1	Fifteenth
Daily tests	Shared	Explaining Office programs in general	Getting to know the Office program	1	sixteen
Daily tests	Shared	Example about the function	Work function	1	seventeenth
Daily tests	Shared	Explanation of the most important mathematical functions	Mathematical functions	1	eighteen
Daily tests	Shared	Explanation of trigonometric functions	Trigonometric functions in Excel	1	nineteenth
Daily tests	Shared	Illustrative examples	Application of sine and cosine functions, etc	1	The twentieth
Daily tests	Shared	Explanation of PowerPoint interfaces	Introduction to PowerPoint	1	Twenty one

Monthly	Shared	Theoretical + practical	Monthly test	1	twenty-second
Daily tests	Shared	Identify the most important PowerPoint slides	Slides	1	twenty-third
Daily tests	Shared	Recognizing the inclusion of geometric shapes	Insert geometric shapes	1	twenty-fourth
Daily tests	Shared	Recognizing text insertion	Insert text	1	twenty-fifth
Daily tests	Shared	Learn about PowerPoint slideshows	slideshow	1	twenty-sixth
Daily tests	Shared	Inserting audio into PowerPoint	Insert audio	1	twenty-seventh
Daily tests	Shared	Learn about inserting video into PowerPoint	Insert video	1	twenty-eighth
Monthly test	Shared	Monthly test	Monthly test	1	twenty-ninth
Comprehensive testing	Shared	Theoretical + practical test	Comprehensive testing	1	Thirty

11. Course evaluation

Degree distribution from100

- Daily written and oral exams (10 marks)
- Quarterly written exams (30 degrees)
- Final written exams (60 degrees)

12. Learning and teaching resources

Office 2010 professional	Required textbooks (methodology, if any)
Excel and Word	Main references (sources)
Word Encyclopedia2010	Recommended supporting books and references (scientific journals, reports….)
https://www.alarabimag.com/download/6507-pdf	Electronic references, Internet sites