

**University of Baghdad
College of Nursing
BNS Program**

Course Syllabus
Computer III

2022/2023
1st Semester for Second Stage

**This syllabus is subject to change. Changes will be announced to students.
It is the responsibility of the student to comply with any changes.**

Dr. Najlaa abd Hamza and lecturer Ahmed Shihab Ahmed©2022

Revised: September 06, 2022

General Information & Policies

Course Number and Title: COM 404 Computer Basics and Office Applications, Microsoft Office Excel Part 3
اساسيات الحاسوب وتطبيقاته المكتبية (مايكروسوفت أوفيس اكسل)

Number of Credit Hours: Pass/Fail

Times & Places: Tuesday@8:30 PM-12:30 PM , Hall number one.

Prerequisites: None

Course Description: This training provides all the tools necessary to create and use basic spreadsheets. Students will receive an overview of the interface and learn the various methods for entering and editing data. Additionally, Students will learn the various ways to write simple formulas.

Teaching Methods: Lectures, handouts, discussions, & assignments. Google Classroom shall be used for online discussion (Class Code: p5ovnh)

Evaluation Methods: Unit exam(s), theoretical exam, & Practical exam

Faculty, Contact Information, & Office Hours:

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Office hours ► See my weekly schedule!

Required Textbook(s) and Other Materials:

- Computer Basics and Office Applications (Microsoft Office Excel)

Course Objectives

By the completion of this course the student will be able to:

1. This course aims to provide the skills and knowledge that will allow the College of Nursing students to learn MS Excel tools and techniques and create search functions.
2. Student sets Excel action options, optimizes charts, protects worksheet data, performs advanced data operations using summarizing, pivot tables, data standardization, search target macros, and Solver, and creates and uses them.
3. Microsoft Excel is one of the familiar programs. Therefore, through training and application in the laboratory, the student was able to use Microsoft Excel in all health fields at the technical and administrative levels.

Course Requirements

To complete the course successfully, the student must:

1. Adhere to the policies stated in this syllabus and printed in the *College of Nursing Student Handbook*.
2. Earn a grade of **50% or higher**. The aforementioned grade in Computer courses **is the minimum passing grade at the Primary studies**.
3. Attend classes! Based on *The Student Guideline*, the student shall be marked “failure” if (s)he absents 10% of the total hours.

Evaluation & Grading

Distribution of Points:

Requirements	Possible Points
theoretical exam*	20%
Practical exam*	20%
The total of 40% before the final exam.	
The Final exam	60%
Total	100%

*** Microsoft Office Excel Skills:** Students acquire many levels of Excel skills, ranging from basic to advanced. There are a variety of ways to use Excel, ranging from entering numbers to calculating complex formulas.

- Creating spreadsheets
- Creating tables
- Analyzing data
- Macros
- Pivot tables and pivot charts
- Formulas
- Group data
- Functions
- Data validation

Course Schedule and activities

Week	Date of Class	Unit to be Covered and/or Other Activity	Assigned Readings to be Completed Before Class
W1	3-11-2022	* Introduction to Microsoft Excel 2010.	
W2	10-11-2022	* Run Microsoft Excel 2010.	
W3	17-11-2022	* Insert Object in MS- Excel 2010	
W4	24-11-2022	* Page Layout Tab	
W5	1-12-2022	* Themes and Page layout	
W6	8-12-2022	* Themes and Page setup	
W 7	15-12-2022	* Select To fit	
W8	22-12-2022	* Formulas and Equation in MS-Excel 2010.	
W9	29-12-2022	* More Options in MS-Excel 2010.	
W10	5-12-2022	* Tables and Pivot table	
W11	12-12-2022	* Pivot Chart and illustration	
W12	19-12-2022	* charts and design Tab	
W13	26-12-2022	* Layout Tab and links	
W14	2-12-2022	* Text and Symbols	
W15	9-12-2022	* Formulas Tab and function Library	

Appendix A. Grading Rubric for (Two quiz theoretical and Practical)

	Points Possible	Points Earned
- Giving students the theoretical side of computer basics leads to the correct use of applied software such as Microsoft Office Excel. This will be evident through a theoretical quiz.	2	
Implementing the practical quiz for the student to find out what the student has gained through the practical application on the computer directly.	3	
Total Quiz Points	5	

Learning and training students on Microsoft Office Excel enhances experience and knowledge in working on building complex tables and organizing databases. Because the Microsoft Excel is an essential tool for many Health institutions which makes Excel skills in huge demand. It has risen to become one of the most popular data entry and analysis tools on the market.

Note: Make sure to submit each assignment before its due date.

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