Republic of Iraq
The Ministry of Higher Education
& Scientific Research

University: Diyala
College: Agriculture
Department:
Stage:
Name:
Academic Status:
Qualification: PhD.
Place of work:Coll. Of Agriculture

Course Weekly Outline

Course Instructor	Araa Yarub Yousef
E_mail	asraaalsady@uodiyala.edu.iq
Title	Computer Applications 3
Course Number	1
Credits: **Lectures Houres:** **Practical Hours:**	1.5 2
Course Objective	The student should be introduced to the concept of computer applications
Course Description	**APPC208**
Prequests	
Textbook References	Book of Computer Applications 4

Course Assessment	Term Tests	Laboratory	Quizzes	Project	Final Exam
	As (40%)	%10	As (10%)	----	As (50%)

General Notes	

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وزارة التعليم العالي
والبحث العلمي
Ministry of Higher Education & Scientific Research

Course weekly Outline

week	Date	Topics Covered	Practical Part
1			The student should recognize how to use Program of Excel
2			The student should be familiar with the use of tapes and tools
3			The student should recognize the creation of text with special effects
4			The student will be introduced to change the effects when adding images and basic shapes in program of Excel
5			The student should recognize the images and basic shapes in the program of Excel
6			The student should recognize the charts in program of Excel
7			The student should recognize the tables included in the program of Excel
8			The student should recognize the ascending and descending order in the program of Excel
9			The student should recognize the printing program of Excel. Recognize the formats of saving in program of Excel
10			Preparation of multi-page project in program of Excel, Preparing a document in Excel
11			Add and edit photos in program of Excel, Add equations in program of Excel
12			Create Excel tables and their formats
13			Deleting and adding cells to tables
14			Include mathematical equations in tables
15			How to search for words or phrases in Excel

Instructor Signature: **Dean Signature:**