



SYLLABUS: COMPUTERIZED MANAGEMENT APPLICATIONS

Warith Alanbiyaa University, Second Semester, 2018 -2019

INSTRUCTOR: Dr . HEBAT ALLAH MUSTAFA Phone:

Hours:3

Office:

Web: <https://www.linkedin.com> د. هبة الله مصطفى المنصور Email: hallahseid@gmail.com

COURSE OVERVIEW

In the first course we discussed the basics of Microsoft Excel(**Running Microsoft Excel**

Tables, Charts, , Page Layout Tab , Functions , IF Function, Data Tab) , And the second course will be reserved for what we have accomplished in the first course and we will also expand it in theory and practice, We will look at MICROSOFT EXCEL in detail as well as focus on TABLES tables, how to create, delete and redesign the table and to dig deeper into the important topic, but the formulas and then access from the formulas to our main theme which is very important is FUNCTIONS, They were divided into three groups, the first group included simple arithmetic functions between collection, subtraction, multiplication, division, and Power In Excel(^), THE SECOND GROUP INCLUDED LOGICAL FUNCTIONS (IF & OR & AND), THE THIRD GROUP AND THE TASK OF EACH ADMINISTRATIVE, WHICH ARE THE BASIC FUNCTIONS OF EXCEL, WHICH INCLUDES FIFTEEN FUNCTIONS (TOTAL, AVERAGE, TOTAL MULTIPLICATION, ABSOLUTE VALUE, SQUARE ROOT, MAXIMUM VALUE, NUMBER, NATURAL LOGARITHM, THE REGRESSION OF THE FORCE, THE STANDARD DEVIATION, THE CORRELATION COEFFICIENT, AND THE REGRESSION). TO REACH THE REGRESSION, THE DATA ANALYSIS SOFTWARE WILL BE STUDIED FROM HOW IT IS RUN AND APPLIED TO THE CALCULATIONS OF REGRESSION, RELATIVE IMPORTANCE AND T & F TESTS, ON THE SUBJECT OF MICROSOFT POWERPOINT.

GOALS AND OBJECTIVES

- 1 . Knowledge and application of how to create tables TABLES.
2. Apply equations on mathematical tables FORMULAS.
3. Application of Excel's basic equations namely financial, administrative and statistical functions.
4. Learn how to operate, activate and apply DATA ANALYSIS software to access important statistical calculations of regression, relative importance, T & F tests and other important tests.
5. Learn how to activate, activate and apply the MICROSOFT POWERPOINT program.

SOURCES

1. Jaradat, Abdel Nasser Ahmed, . Al-Ajlouni, Mahmoud Mohamed, Al-Mashkaba, Zaid Mohammed, Computer Applications in Management and Marketing, Arabic Edition 2009 .

2. Al-Zain Firas, Computer Applications, Damascus University, Technical Institute for Business Management and Marketing, 2014.
3. Berri, Adnan Majed Abdulrahman, Methods of Statistical Calculations using Excel, Associate Professor of Statistics and Co-operation Research, 2012.
4. Information Center, Microsoft PowerPoint 2007, Information Center, 2015.
5. **Faraway, Julian J., Practical Regression and Anova using R,. July 2002.**

COURSE REQUIREMENTS

The course grade will be based on the following elements:

Theoretical	Degree	Practical (Laboratory)	Degree
Exams	30	Exams	
participation	3	participation	
Attendees	2	Attendees	

Examinations: The theoretical examination is divided into two examinations, the first exam in the course of the course, with 15 degrees, and the second exam for the material of the PowerPoint and has 15 degrees.

Participation: Participation in the theoretical and practical aspects of each of them 3 degrees, respectively.

Attendance: Attendance and commitment 4 degrees.

EXPECTATIONS FROM STUDENT

Attend class: attendance is not optional. Keep up on all readings. Bring reading materials to class. Turn in all assignments. Participate in discussions. Be familiar with email and check it regularly. Check the class web site regularly for assignments and updates. Be thoughtful and civil to classmates and the instructor. Please do not eat in class. Turn off phones. Use of electronic devices (including computers) during class must be approved by the instructor.

GENERAL POLICIES

ACADEMIC MISCONDUCT

Cheating in any form compromises your grade and lowers the quality of your diploma. Classmates who cheat may actually lower your grade by inflating grades, etc. Please make a point to read the Student Handbook regulations on academic dishonesty. To clarify, Using someone's work without giving that person proper credit (i.e. properly citing them) or passing other people's works off as your own is considered plagiarism regardless of whether you got the material from a book, the Web or your best friend.

ASSIGNMENT SCHEDULE

WK		TOPIC	READING	Expiry date
1	Saturday 2/16	Introduction to Microsoft Excel	The concept and justification of using Microsoft Excel and its most important features, are the main menus for Excel.	
	Tuesday, 2/19	Application in the laboratory	Application in the laboratory	2/19
2	Saturday 2/23	Excel tables	Create a table, insert a table, design, delete a table, insert a table row or column, delete rows or columns in a table, remove duplicate rows from a table, resize a table .	
	Tuesday 2/26	Application in the laboratory	Application in the laboratory	2/27
3	Saturday 3/2	Window formulas	Methods of Mathematical and Statistical Calculations using Axel: First: Basic Calculations	
	Tuesday 3/5	Application in the laboratory	Application in the laboratory	3/5
4	Saturday 3/9	Second: logical operations	AND, NOT, and OR IF functions	
	Tuesday 3/12	Application in the laboratory	Application in the laboratory	12/3
5	Saturday 3/16	Basic Excel functions	Average, multiplication, absolute value, square root, total	
	Tuesday 3/19	Application in the laboratory	Application in the laboratory	19/3
6	Saturday 3/23	Basic Excel functions	Maximum value, minimum value, exponential, number multiplier, natural logarithm, exponential logarithm	
	Tuesday, 3/26	Application in the laboratory	Application in the laboratory	26/3
7	Saturday 30/3	Basic Excel functions	Exponential power, standard deviation, correlation coefficient	
	Tuesday 2/4	Application in the laboratory	Application in the laboratory	2/4
8	Saturday 6/4	Exam		
	Tuesday 9/4	Basic Excel functions	data analysis	9/4
9	Saturday, 13/4	Application in the laboratory	Application in the laboratory	
	Tuesday 16/4	Basic Excel functions	Regression	16/4
10	Saturday 20/4	Application in the laboratory	Application in the laboratory	
	Tuesday 23/4	Introduction to Microsoft PowerPoint	Identify what and how to run using PowerPoint	23/4
11	Saturday 27/4	Application in the laboratory	Application in the laboratory	
	Tuesday 30/4	Microsoft PowerPoint	Create a basic presentation, add slides, rearrange and delete them, apply a new layout to a slide	30/4
12	Saturday 4/5	Application in the laboratory	Application in the laboratory	
	Tuesday 7/5	Convert slide text to a SmartArt graphic	Convert slide text to a graphic, add slide transitions Add an image to	75

			notes pages.	
13	Saturday 11/5	Application in the laboratory	Application in the laboratory	
	Tuesday 14/5	Add an effect to the Notes pages	Add an effect to the Notes pages	14/5
14	Saturday 18/5	Application in the laboratory	Format slides and presentations, Use color as slide background, Create self-running presentation, Add transitions between slides	
	Tuesday 21/5			215
15	Saturday, 25/5	Exam		
	Tuesday 28/5	Exam		28/5