

**Republic of Iraq**  
**Ministry of Higher Education**  
**& Scientific Research**



**University:** Baghdad  
**College:** College Science for Women  
**Department:** Mathematics  
**Year:** First  
**Lecturer name :** Computer (1)  
**Academic status:** Lecturer  
**Qualification:** M.Sc. in Algebraic Geometry

## Course Summary

<b>Course Instructor</b>	<b>Nadia Mohamed Jwad</b>				
<b>E – mail</b>	<b>nadya@3alfaisal.com</b>				
<b>Title</b>	<b>Lecturer</b>				
<b>Course Coordinator</b>	<b>Computer (1)</b>				
<b>Course Objective</b>	<b>To give good background in basic computer science</b>				
<b>Course Description</b>	<b>Computer Fundamentals , Windows , Microsoft Office Word 2007</b>				
<b>Textbook</b>	<b>computers and internet- dr.Mohamed Al-Zuaabey and others</b>				
<b>References</b>	<b>lecturer from Stratford College London</b>				
<b>Course Assessments</b>	<b>Terms Tests</b>	<b>Laboratory</b>	<b>Quizzes</b>	<b>Project</b>	<b>Final Exam</b>
	<b>25%</b>	<b>10%</b>	<b>5%</b>	<b>-</b>	<b>60%</b>

## Course Weekly Outlines

<b>Week</b>	<b>Topics Covered</b>
1	What is Computer? Computer System
2	Major Parts of the computer Types of computer
3	How does a computer work?, How does the software work?
4	How dose a computer process information?
5	Protecting Against Viruses Network Computing
6	Functions of Operating system Desktop, Taskbar
7	Create, Move, Rename and Delete Desktop Shortcut Icon Organizing Files and Folders Dialog Boxes
8	Parts of windows Resizing and Moving a Window Active and Inactive windows
9	Start Menu Adding a Folder or a file Starting programs
10	Function of Control Panel
11	Starting an application ( Microsoft Word) The elements of the Microsoft Word Window
12	Entering Text Changing Font , Font Size and Font style
13	Save a file Insert a Symbol Insert an equation
14	Text Alignment Copying Formatting
15	Page Setup Previewing a document befor printing Print a document

