

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Republic of Iraq

The Ministry Of Higher Education
& Scientific Research



University: Baghdad University

College: College of Science for Women

Department: Department of chemistry

Stage: First Class

Lecturer name: Dr. Asraa M.

Qualification:

Place of work: College of Science for Women

Syllabus Form

Instructor Name	Asraa M.				
E-mail	Dr_israa19@yahoo.com				
Course Title	Computer 1				
Course Coordinator	1- Understanding computer, classifications of computers, hardware, software, and fundamentals. 2- Teaching key applications. 3- Dealing with internet on line.				
Course Objectives	The course consist of three sections: 1- Computing fundamentals (information technology and Microsoft windows) 2- Key applications (word, Excel and Power point) 3- Living on line (Microsoft outlook and internet)				
Course Description	IC ³ internet and computing core certification				
Textbook	Computer Fundamentals				
References	Type here the references				
Course Assessments	Term Tests	Laboratory	Quizzes	Project	Final Exam
	As(15%)	As(10%)	As(15%)	-	As(60%)
General Notes	Type here general notes regarding the course				

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Course Weekly Outline

Week	Date	Topes Covered	Lab. Experiment Assignments	Notes
1	17/11/2015		Understanding computers, Classification of computers	
2	24/11/2015		Hardware	
3	1/12/2015		Software	
4	8/12/2015		Operating systems	
5	15/12/2015		The windows desktop and the windows windows	
6	22/12/2015		Desktop folders (create and delete folders)	
7	29/12/2015		My computers (search, formatting, problems, control panel, regional settings, installing application, folder options, and problems	
8	5/1/2016		Test	
9	12/1/2016		Windows applications (Open and close windows application, working, and help	

			tools)	
10	19/1/2016		Function of windows applications (creating, opening, saving, editing, viewing, formatting, and discovering errors)	
11	26/1/2016			
12	2/2/2016		Microsoft word (paragraph & spacing, bullet & numbers, inserting symbol, inserting page break, inserting page numbers, header and footer, borders and shading, style, and word count)	
13	9/2/2016		Test	
Half – year break				
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Instructor Signature:

Dean Signature: