بسم الله الرحمن الرحيم

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 2				
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 Fu	ndamentals			
References	Type here the references				
Course Assessments	Term Tests As(15%)	Laboratory As(10%)	Quizzes As(15%)	Project -	Final Exam 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				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
	1	Half – year bre		
17	6/3/2016		Introduction to Microsoft Words	
18	13/3/2016		File and Home Tags, Copy Cut and Paste	
19	20/3/2016		Fonts, Paragraph, style and editing	
20	27/3/2016		Insert tag, insert cover page, picture, insert clip art, insert shapes, insert smart art	
21	3/4/2016		Insert charts, header, insert footer, page	

2210/4/2016word art, insert functions and symbols2210/4/2016Page layout tag, margines, orientation, columns, page borders2317/4/2016View , design and layout2317/4/2016Test2424/4/2016Cell margins, text directions241/5/2016Using hot keys1251/5/2016Networks and the internet in general (networks and communication systems in world)268/5/2016How to search in Google2715/5/2016Test			number, text box,
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8/5/2016 Email, and accounts, security			
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accounts, security		8/5/2016	
27 15/5/2016 Test			
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Instructor Signature:

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