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 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

وزارة التعليم العالي
والبحث العلمي
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:

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				
Half – year break				
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	

			number, text box, word art, insert functions and symbols	
22	10/4/2016		Page layout tag, margines, orientation, columns, page borders	
			View , design and layout	
23	17/4/2016		Test	
24	24/4/2016		Cell margins, text directions	
			Using hot keys1	
			Using hot keys2	
25	1/5/2016		Networks and the internet in general (networks and communication systems in world)	
26	8/5/2016		How to search in Google	
			Email, and accounts, security	
27	15/5/2016		Test	

Instructor Signature: **Dean Signature:**