Course Specifications

Course name : Computer   Course sages /Semester First Stage

Credit Hours (1) Course Calendar: Total (   ) hours Weekly   Theory (   ) hrs. Clinical ( ) hrs.
Teacher name Msc. Mays Zuhair Certificate: Master in Computer Science.

General objectives / Goals	Clinical related skills/ if present …
- Providing students with basic information in ready-made programs Like Microsoft Excel & PowerPoint. - Application of systems in practice in the laboratory.	
Methods of teaching (theory) - Electronic lectures	**Clinical teaching methods** Practical application in the laboratory

Methods of evaluation	Degree percentages/ divisions:	
- Theoretical exam - Practical exam - Daily evaluation	**Theory** 20	**Clinical / Lab** 30

Resources and references

- Microsoft website (**https://www.microsoft.com/ar−xm/windows**)**/**

- Book of Computer Basics and its Office Applications (Part 1)

List of contents:

Week number	Lecture title	Main Contents	Expected Date/
1.	Whats The Computer?	1- Definition. 2- Importance. 3- Components.	
2.	Basic concepts	Ways to turn off the computer.	
3.	Folders	1- Create. 2- Delete. 3- Rename. 4- Search.	
4.	Recycle Bin	1- Restore. 2- Emptying.	
5.	Windows	1- The Main Parts. 2- Moving. 3- Resize. 4- Hide & Show.	
6.	Copying operations	1- Copy & Paste. 2- Drag & Drop.	
7.	System activation	* Refresh. * Adding Computer Icon.	
8.	Desktop Background	1- Change Desktop Background. 2- Hide & Show Desktop Icons.	
9.	Archiving	1- Files & Folders. 2- CD & DVD.	
10.	Desktop quick menu	1- View. 2- New. 3- Screen Resolution…. Etc.	
11.	Screen Saver	1- Preview. 2- Wait. 3- Apply.	
12.	Start Menu	1- Main Parts of Start Menu. 2- Properties.	
13.	Control Panel	1- System & Security. 2- Network & Internet. 3- Programs.	
14.	Control Panel	1- User Accounts & Safety. 2- Appearance & Personalization. 3- Clock, Language & Region.	
15.			

Signature ………………………. Date…………………………..

Head of department signature ……………………………………… Faculty Dean approval