

Department of Basic Science

A- Basic information

1-Subject title	Computer	
2-Number of credits	Theory:2	Laboratory:2
3-Number of contact hours	Theory: 1h/wk	Laboratory: 2h/wk
4-Subject time	First year	

No.	Title of the lectures	Hours Theory
1	Introduction about computer /Hardware and Software/computer structure/ Floppy magnetic disks	1
2	E-learning	1

3	Introduction to E-learning Google Classroom Platform Google drive	1
4	Google forms	1
5	Online conferencing	1
6	Introduction about Windows /A look at Windows 10/Stating Windows 10/Working with a windows Program	1
7	Working with files and folders/ Using My computer	1
8	Working with Taskbar and Desktop	1
9	Using Windows Accessories	1
10	A look at Control Panel	1

11	Widows Explorer	1
12	Libraries	1
13	Introduction about Microsoft Word2016 A look at Microsoft Word /Editing Document	1
14	Formatting Text/	1
15	Formatting paragraphs	1
16	Proofing documents	1
17	Adding Tables	1
18	Inserting Graphic Elements	1
19	Controlling page Appearance	1
20	Introduction about Excels /A Look at Microsoft Excel	1
21	Modifying A Worksheet /performing Calculations	1
22	Formatting a worksheet/ Developing a work book	1
23	Printing Workbook Contents/Customizing Layout	1
24	Introduction about Microsoft Access/ A look at Microsoft Access	1
25	Creating Data tables /properties of the fields	1
26	Querying the database/Designing Forms/Producing reports	1
27	Introduction about Microsoft Power point/starting power point2016	1
28	Formatting text/Using graphics and Text	1
29	Manipulating the slides/Using Multimedia Elements	1
30	Power point Management	1
Total		30

No.	Lab. Experiment	Hours
1	Introduction about computer /Hardware and Software/computer structure/ Floppy magnetic disks.	2
2	Operating systems/CD-ROM/	2
3	Create Files & Folders High level programming language /Constant and variable/Library Function /Arithmetic expression/Type of Monitor /Number of systems	2
4	Introduction about MS-DOS Operating systems/DOS drive /Key-Board	2
5	DOS commands /Internal Commands/External Commands	2
6	Introduction about Windows /A look at Windows 7/Stating Windows 7/Working with a windows Program	2
7	Working with files and folders/ Using My computer	2
8	Working with Taskbar and Desktop	2
9	Using Windows Accessories	2

10	A look at Control Panel	2
11	Widows Explorer	2
12	Libraries	2
13	Introduction about Microsoft Word A look at Microsoft Word /Editing Document	2
14	Formatting Text/	2
15	Formatting paragraphs	2
16	Proofing documents	2
17	Adding Tables	2
18	Inserting Graphic Elements	2
19	Controlling page Appearance	2
20	Introduction about Excels /A Look at Microsoft Excel	2
21	Modifying A Worksheet /performing Calculations	2
22	Formatting a worksheet/ Developing a work book	2
23	Printing Workbook Contents/Customizing Layout	2
24	Introduction about Microsoft Access/ A look at Microsoft Access	2
25	Creating Data tables /properties of the fields	2
26	Querying the database/Designing Forms/Producing reports	2
27	Introduction about Microsoft Power point/starting power point	2
28	Formatting text/Using graphics and Text	2
29	Manipulating the slides/Using Multimedia Elements	2
30	Power point Management	2
Total		60
