

Republic of Iraq

بسم الله الرحمن الرحيم

University: Diyala

College: Science

Department: Computer Sc.

Stage: First

Lecturer name: Dheyab Salman

Qualification: Ass. Lecturer

Place of Work: Diyala

university College: Science college

The Ministry of Higher Education &
Scientific Research



Flow up of implementation cell pass play

Course Instructor	Ass. Lecturer Dheyab Salman				
E-mail	Dheyab_salman@yahoo.com				
Title	Computer skills I				
Course Coordinator					
Course Objective	Course aims to teach students basic skills of computer				
Course Description					
Textbook	Key Skills - 2010				
Course Assessments	Term Tests	Laboratory	Quizzes	Project	Final Exam
	As(30%)	As(20%)	-	-	As (50%)
General Notes					

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Course Weekly Outline

Week	Date	Topics Covered	Lab. Experiment Assignments	Notes
1	1/10/2014	Introduction to windows operations system		
2	8/10/2014	What software Version do I have and what's on my computer		
3	15/10/2014	Operation System properties		
4	22/10/2014	Difference between OS, program ,software , application		
5	29/10/2014	Opening , logging off ,restarting ,and shutting down a computer		
6	5/11/2014	Start Menu		
7	12/11/2014	Taskbar		
8	19/11/2014	Desktop		
9	26/11/2014	Windows		
10	3/12/2014	Files and folders		
11	10/12/2014	Windows Explorer Libraries		
12	17/12/2014	Recycle bin		
13	24/12/2014	Printing		
14	31/12/2014	Network and internet (setting ,www,Email,search Engine)		
15	7/1/2015	Control Panel Principles and Application		

Instructor Signature:

Dean Signature: