

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 II				
Course Coordinator					
Course Objective	Course aims to teach students basic skills of computer				
Course Description					
Textbook					
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	<i>Effective use Linux OS</i>		
2	8/10/2014	<i>creating files and folders</i>		
3	15/10/2014	<i>installing and uninstalling programs</i>		
4	22/10/2014	<i>moderate administrating skills.</i>		
5	29/10/2014	<i>Effective use of Microsoft Word</i>		
6	5/11/2014	<i>Effective use of Microsoft Excel</i>		
7	12/11/2014	<i>graphics packages</i>		
8	19/11/2014	<i>Presentations: Good Techniques</i>		
9	26/11/2014	<i>Effective use of PowerPoint</i>		
10	3/12/2014	<i>Effective use of PowerPoint</i>		
11	10/12/2014	<i>Effective use of PowerPoint</i>		
12	17/12/2014	<i>"Touch" keyboarding technique with sufficient speed and accuracy</i>		
13	24/12/2014	<i>Typing Applications</i>		
14	31/12/2014	<i>Typing Applications</i>		
15	7/1/2015	<i>Typing Applications</i>		

Instructor Signature:

Dean Signature: