



## Course Weekly Outline

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<b>Title</b>	Computer Applications 1				
<b>Course Number</b>	1				
<b>Credits:</b>	1.5				
<b>Lectures Hours:</b>					
<b>Practical Hours:</b>	2				
<b>Course Objective</b>	The student should be introduced to the concept of computer applications				
<b>Course Description</b>					
<b>Prequests</b>					
<b>Textbook References</b>	Book of Computer Applications 1				
<b>Course Assessment</b>	Term Tests	Laboratory	Quizzes	Project	Final Exam
	As (40%)	%10	As (10%)	----	As (50%)
<b>General Notes</b>					

## Course weekly Outline

week	Date	Topics Covered	Practical Part
1			The student must know the components of the computer
2			The student must be familiar with computer operating systems
3			The student must know the types of software
4			The student will be introduced to the types of computers
5			The student will be familiar with the representation of data in the computer
6			The student must recognize the difference between data and information
7			For the student to become familiar with the stages of computer development
8			The student must be familiar with computer generations
9			For the student to become familiar with the Word program
10			Learn about writing formats in the Word program
11			Preparing a multi-page project in Word
12			How to create and modify tables in Word
13			Adding and editing images in the Word program
14			Adding mathematical equations in the Word program
15			Adding symbols, page borders, and frames to papers in the Word program

**Instructor Signature:**

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