

1. name The Course					
Calculators					
2. Code The decision					
CU4					
3. the chapter / the year					
annual2023–2024					
4. date Preparation this the description					
1/31/2024					
5. Available attendance forms					
My presence					
6. Number of study hours (total)/number of units (total)					
32					
7. Name of the course administrator (if more than one name is mentioned)					
Name: Hassanein on Dhuwaib Email :hasaneenali43@gmail.com Abbas Aqeel generous Email:Appasahkel@gmail.com					
8. Course objectives					
Providing students with basic information that enables them to understand computer applications.....			Objectives of the study subject		
9. Teaching and learning strategies					
supply Students With the most important Objectives the public For applications Calculator supply Students With characteristics And the means Private By recognition on construction Reports And tables					The strategy
.Course structure					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Daily testing	Shared	Basic concepts and instructions	Hard partitions	1	1
Daily testing	Shared	How to partition a	Creating files and their types	1	2

		hard disk			
Daily testing	Shared	How to create files	Shortcuts in Windows	1	3
Daily testing	Shared	Short copy and paste.....etc	Get to know the calculator control panel	1	4
Daily testing	Shared	Explanation of the most important detailsc panel	Mouse control and its forms	1	5
Daily testing	Shared	Mouse shape	Monthly test	1	6
Monthly test	Shared	Theoretical + practical	Wallpapers in Windows	1	7
Daily testing	Shared	Learn about changing wallpapers in Windows	screen saver	1	8
Daily testing	Shared	Recognizing the screen saver in Windows	Sort files	1	9
Daily testing	Shared	Identify the file arrangement t in Windows	programPAINT	1	10
Daily testing	Shared	Familiarity with the program and editing	Trash can	1	11
Daily testing	Shared	Explanation of trash bin instructions	Network recognition in Windows	1	12
Daily testing	Shared	Explaining the networking mechanism in Windows	Monthly test	1	13
Monthly test	Shared	Theoretical + practical test	Comprehensive testing	1	14
Comprehensive exam	Shared		Getting to know the Office program	1	15
Daily testing	Shared	Explaining Office programs in general	Explanation of the Word interface	1	16

Daily testing	Shared	Getting to know Word interfaces	Texts in Word	1	17
Daily testing	Shared	Explanation of Word instructions for texts	Numbering in Word	1	18
Daily testing	Shared	Explaining the types of numbering in Word	Tables in Word	1	19
Daily testing	Shared	Explanation of inserting tables	Designing tables in Word	1	20
Daily testing	Shared	Explanation of designs	Monthly test	1	21
Monthly test	Shared	Theoretical + practical test	Inserting pictures into Word	1	22
Daily testing	Shared	Learn about inserting images	Insert geometric shapes	1	23
Daily testing	Shared	Recognizing the inclusion of geometric shapes	Insert header	1	24
Daily testing	Shared	Header instructions in Word	Insert tail	1	25
Daily testing	Shared	Footer instructions in Word	page numbering	1	26
Daily testing	Shared	Explaining the numbering of Word pages	Equations in Word	1	27
Daily testing	Shared	Explanation of writing equations in Word	Introduction to Windows	1	28
Monthly test			Hard partitions	1	29
Comprehensive testing	Shared	Theoretical + practical test	Creating files and their types	1	30

1. Course evaluation

distribution Class from 100

Exams Daily Editorial And oral (10 marks)

Exams Editorial Quarterly (30 degrees)

Exams Editorial final (60 degrees)

2. Learning and teaching resources

book around Windows And the roses	Required textbooks (methodology if any)
WordPress 2010	Main references (sources)
encyclopedia Word 2010	Recommended supporting books and references (scientific journals, reports....)
https://www.alarabimag.com/download/6507-pdf	Electronic references, Internet si