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| **Course Lecturer** | Anees Basil Abdulkareem |
| **e-mail** | Anees.basil@sa-uc.edu.iq |
| **Subject** | Computer 2 |
| **Course Coordinator** | First stage – second semester |
| **Course Objectives** | By the end of this course, the learner should be able to understand software and hardware components as well as use windows os and navigate the web with ease. |
| **Course Descriptions** | This course provides an introduction to using computers, explanation of both hardware and software components as well as other related topics. |
| **Textbooks** | Computer Basics |
| **References** |  |
| **Course Assessment** | Exam Grade | **Homework Grade** | **Attendance Grade** | **Cumulative Grade** | **Final Exam** |
| 20 | 10 | 10 | 40% | 60% |
| **General Notes** |  |

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| **Week** | **Date** | **Number of Hours** | **Topics Covered** | **Notes** |
| **1** | 31 Jan 2024 | **3** | **Introduction to MS Word** |  |
| **2** | 7 Feb 2024 | **3** | **Document interactivity** |  |
| **3** | 14 Feb 2024 | **3** | **Events and work themes** |  |
| **4** | 21 Feb 2024 | **3** | **General Settings** |  |
| **5** | 28 Feb 2024 | **3** | **Special settings** |  |
| **6** | 6 Mar 2024 | **3** | **Apps** |  |
| **7** | 13 Mar 2024 | **3** | **Frames and decorations** |  |
| **8** | 20 Mar 2024 | **3** | **Print page setup** |  |
| **9** | 27 Mar 2024 | **3** | **Insertion techniques and mechanisms** |  |
| **10** | 3 Apr 2024 | **3** | **Image acquisition mechanisms** |  |
| **11** | 10 Apr 2024 | **3** | **Find, replace and cursor movement** |  |
| **12** | 17 Apr 2024 | **3** | **Formatting techniques** |  |
| **13** | 24 Apr 2024 | **3** | **Formatting techniques Applications** |  |
| **14** | 1 May 2024 | **3** | **Tables** |  |
| **15** | 8 May 2024 | **3** | **Logo design** |  |