



Course Specifications

Course name : Computer Course sages /Semester Second Stage \ Second Semester

Credit Hours (2) Course Calendar: Total (2) hours Weekly Theory () hrs. Clinical (2) hrs.

Teacher name Msc. Mays Zuhair **Certificate:** Master in Computer Science.

<p>General objectives / Goals</p> <ul style="list-style-type: none"> - Providing students with basic information in ready-made programs Like Microsoft Excel & PowerPoint. - Application of systems in practice in the laboratory. 	<p>Clinical related skills/ if present ...</p>	
<p>Methods of teaching (theory)</p> <ul style="list-style-type: none"> - Electronic lectures 	<p>Clinical teaching methods Practical application in the laboratory</p>	
<p>Methods of evaluation</p> <ul style="list-style-type: none"> - Theoretical exam - Practical exam - Daily evaluation 	<p>Degree percentages/ divisions:</p>	
	<p>Theory 0</p>	<p>Clinical / Lab 50</p>
<p>Resources and references</p> <ul style="list-style-type: none"> - Microsoft website (https://www.microsoft.com/ar-xm/windows/) 		

List of contents:

Week number	Lecture title	Main Contents	Expected Date/
1.	IF Function	1- The equation 2- Examples	
2.	IF / AND Function IF / OR Function	1- The equation 2- Examples	
3.	Date and Time Functions	1- The equation 2- Examples	
4.	The difference between two dates	1- Days 2- Months 3- Years	
5.	Charts in Excel	1- Change Chart Type 2- Switch Row/ Column 3- Chart Layouts 4- Chart Styles	
6.	Charts in Excel	1- Axis Title 2- Data Labels 3-Data table 4- Shape Styles 5- Word Art Styles	
7.	Microsoft Power Point	1- Run the program 2- User Interface	
8.	Home Page	1- Slides 2- Font 3- Paragraph	
9.	Insert Page	1- Tables 2- Images 3- Illustration 4- Text	
10.	Design Page	1- Page Setup 2- Slide Orientation 3- Themes	
11.	Transition Page Animation Page	1- Transition Slide 2- Effect Options 3- Custom Animation 4- Effect Options	
12.	View	1- Preview 2- Full Screen 3- Delete	

Signature Date.....

Head of department signature Faculty Dean approval

