



Course Specifications

Course name : Computer

Course stages /Semester: Second Stage \ First 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> <table border="1" data-bbox="764 1104 1421 1318"> <tr> <td data-bbox="764 1104 1075 1318"> <p>Theory 20</p> </td> <td data-bbox="1075 1104 1421 1318"> <p>Clinical / Lab 30</p> </td> </tr> </table>		<p>Theory 20</p>	<p>Clinical / Lab 30</p>
<p>Theory 20</p>	<p>Clinical / Lab 30</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.	Microsoft Excel	1- Introduction 2- Create New Workbook 3- How To Open Workbook	
2.	Sheet	1- Insert 2- Delete 3- Rename 4- Move & Copy	
3.	Printing	1- Print Sheet 2- Print Workbook 3- Print Table	
4.	File Page	1- Save & Save as 2- Open & Close 3- New 4- Print	
5.	Home Page	1- Copy & Paste 2- Font formats 3- Wrap text 4- Merge & Center	
6.	Home Page	1- Conditional Formatting 2- Format as Table 3- Auto Sum	
7.	Insert Page	1- Insert Picture 2- Insert Table 3- Insert Shape	
8.	Page Layout	1- Orientation 2- Size 3- Insert & Delete Background	
9.	Page Layout	1- Sheet Right To Left 2- Gridlines 3- Headings	
10.	Data Autofill	1- Serial Numbers 2- Odd Numbers 3- Even Numbers	
11.	Data Autofill	1- Multiples of Numbers 2- Days of the Week / Month	
12.	Select Cells	1- Single cells 2- Adjacent cells 3- Sporadic cells	
13.	Select Columns & Rows	1- Single Column 2- Single Row 3- Set of Columns and Rows	

14.	The most used formulas in Excel	1- Sum 2- Average 3- Max 4- Min	
15.	Equations for a group of Counting	1- Count 2- CountA 3- CountBlank	

Signature Date.....

Head of department signature Faculty Dean approval

