Republic of Iraq
The Ministry of Higher Education
& Scientific Research
University of Al Kafeel

College : Dentistry
Stage: 1st
Lecturer name : Qasim mohammed
Academic Status: A.L.
Qualification: M.Sc.
Place of work: Dentistry

Flow up implementation Syllabus 2020-2021

Course Instructor	Qasim Mohammed Jasim
E-mail	Qasim.alhassni@alkafeel.com
Title	Assistant Lecturer
Course Coordinator	year
Course Objective	Teaching dentists how to use the computer and benefit from the programs in their work as a dentist as well as using the Internet and email.
Course Description	Introduction on computers and how to use it in the our life, applications of computer, Microsoft office applications such as word, PowerPoint and excel, as well as the internet
Textbook	Computer Basics
References	Computer Fundamentals, Internet

Course Assessment	Quizzes		Mid Exam		Quizzes		Final Exam
	The.	Pra.	The	Pra.	The.	Pra.	60
	6	4	15	5	6	4	

General Notes	

Course weekly Outline

week	Date	Topics Covered	Lab. Experiment Assignments	Notes
1		Introduction about Computer, Hardware, Software, Computer structure.	**Turn on computer and shut down, desktop**	
2		Operating System, Number of system	Operating System	
3		High level programming language , File & Folder	Operating System, **create file, delete file,**	
4		**Rom and RAM**	Operating System, **control panel**	
5		Type of monitor	**control panel, desktop background**	
6		Type of **computer**	**control panel, date and time, taskbar**	
7		Introduction about MS-DOS	DOS, **apply some command**	
8		DOS, Internet command	**Practical Application**	
9		DOS, External command.	**Practical Application**	
10		Introduction about Microsoft word.	Introduction about Microsoft word program	
11		Microsoft word, **new, save, save as, option, font, paragraph**	**Practical Application**	
12		Microsoft word, **insert, table, picture, shape**	**Practical Application**	
13		Microsoft word, **smart art, header and footer, page number**	**Practical Application**	
14		Microsoft word, **border, section breaks, print**	**Practical Application**	
Mid Exam				
16		Introduction about Microsoft power point	Introduction about Microsoft power point program	
17		power point, **insert slide, format background, insert text box, picture**	**Practical Application**	
18		power point, **animations**	**Practical Application**	
19		power point, **transition**	**Practical Application**	

20		power point, **types of show**	**Practical Application**	
21		Introduction about Microsoft excel	Introduction about Microsoft excel program	
22		Microsoft excel, **file, home and other lists**	**Practical Application**	
23		Microsoft excel, **Format the cells, insert row and column**	**Practical Application**	
24		Microsoft excel, **functions**	**Practical Application**	
25		Microsoft excel, **chart**	**Practical Application**	
26		Introduction about internet and e-mail	Introduction about internet	
27		Internet, **types of connection, internet application**	**Practical Application**	
28		Internet, **browsers**	**Practical Application**	
29		Internet, e-mail, **create new e-mail, send message**	**Practical Application**	
30		**E-government**	**Practical Application**	

Dean Signature   **Instructor Signature**