1.Course Name:
Computer 3

2.Course Code:
WNR-21-05

3.Semester / Year:
Second Stage/First Semester

4.Description Preparation Date:
1/10/2024

5.Available Attendance Forms:
In-person lectures and practical laboratories (attendance forms)

6.Number of Credit Hours (Total) / Number of Units (Total)
1 Theoretical + 1 Lab (2 Hours Per Week), Number of Credits (1)

7.Course administrator's name (mention all, if more than one name)
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8.Course Objectives

- Define concepts, terms office programs.

- Illustrative the student with Microsoft office and its tools in the human body.

- Make the student to be able to operate new program**s** of different human organs in normal and abnormal conditions.

- Improve student skills in programs environment.

- **Use** laboratory methods for monitoring data and results in theatrical and practical form.

- Handle the report and research properly.

- To create a base acknowledgment of the student to make him able to understand and analysis the future objects changes in the laboratory.

- Enhance the care of computer programs samples and lab equipment.

- Define the new techniques of Microsoft office programs

1. Teaching and Learning Strategies	
Strategy	- Theoretical lectures. - Discussions. . - Lab training

2. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	1T+1L	Introduction to Microsoft Word 2010	Definition and Application	-Lectures. - seminars. - Lab training .	Quizzes, students' participation in the lecture, &Practical evaluation .
2	1T+1L	Define how to open and close Word program	Operating the Main Window of Microsoft Word 2010	- Lectures. - seminars. -Lab training.	Quizzes, students' participation in the lecture, &Practical evaluation .
3	1T+1L	Define the most important Taps Microsoft Word	Explain Orders of file tap in Microsoft Word	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
4	1T+1L	Define Home tap which are clipp and Font	Explain Orders of Clipboard and font Group in Home Tap	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
5	1T+1L	Define Home tap which are Paragraph	Explain Orders of Paragraph Group in Home Tap	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
6	1T+1L	Define Home tap which are Style Group	Explain Orders of Style Group in Home Tap	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
7	1T+1L	Define Insert tap in Microsoft Word 2010	Explain Orders of Insert Tap	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
8	1T+1L	Understand the basic concepts of Groups Orders in Insert Tap	Explain Orders of Insert Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
9	1T+1L	Define Insert tap which are Table Group	Explain Orders of Table Groups		
10	1T+1L	Define Insert tap which are Graphical explanation Group	Explain Orders of Graphic Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .

11	1T+1L	Understand the basic concepts of Groups Orders in Page Layout Tap	Explain Orders of Page Layout Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
12	1T+1L	Understand the basic concepts of Groups Orders in Design Tap	Explain Orders of Design Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
13	1T+1L	Understand the basic concepts of Groups Orders in Mail Merge Tap	Explain Orders of Mail Merge Groups	-Lectures. - seminars. -Lab training	Quizzes, students' participation in the lecture, &Practical evaluation .
14	1T+1L	Tutorial and Review of the course material		-Lectures. - seminars. -Lab trainin	Quizzes, students' participation in the lecture, &Practical evaluation .

3. Course Evaluation

Evaluation				Score standard
Formative		**Summative**		-Excellent (90-100) -Very Good (80-less than 90) -Good (70-less than 80) -Fair (60-less than 70) -Acceptable (50-less than 60) - Fail (less than 50)
Scores	**Evaluation methods**	**Scores**	**Evaluation methods**	
4%	Daily Quizzes	10%	First-Mid-term theoretical exam	
2%	Seminars	10%	Second-midterm exam	
2%	Reports	10%	Mid-term-practical evaluation	
2%	Participation	60%	Final practical exam	
10%		90%		

4. Learning and Teaching Resources

Required textbooks (curricular books, if any)	1- اساسيات الحاسوب و تطبيقاته المكتبية الجزء الثاني/وزارة التعليم العالي و البحث العلمي – ا.م.زياد محمد عبود و اخرون2010 -مايكروسوفت وورد – اكسل 2010 – محمد عبد عطية السراج
Main references (sources)	Bignning Microsoft Word 2010, By T.y Anderson, Guy Hart-Davi.
Recommended books and references (scientific journals, reports...)	ج الحاسوب
Electronic References, Websites	-تقنيات الحواسيب في العصر الحديث

Teacher name: م.م امجد محمد جبر