**University: Alqadisiya University**

**College: College of Biotechnology**

**Department: Medecal Biotechnology**

**Stage: first stage**

**Lecturer name**:saif khalid

**Academic Status: Lecturer**

**Qualification:msc**

**Place of work: Alqadisiya University**



**Republic of Iraq**

**The Ministry of Higher Education**

**& Scientific Research**

**Course Weekly Outline**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Instructor** | Saif Khalid musluh | | | | |
| **E\_mail** | Saifalkhaldi1982@gmail.com | | | | |
| **Title** | Information technology | | | | |
| **Course Coordinator** | Type here the came of course coordinator | | | | |
| **Course Objective** | This module is a major (Mandatory) Departmental course for the first Year. The course it include atotal of programs office addition to describing the internet and computer networks.email and internet browser and data protection and data storage | | | | |
| **Course Assessment** | Term Tests | Laboratory | Quizzes | Project | Final Exam |
| As (25%) | As (15%) | As (5%) | ---- | As (60%) |
| **General Notes** | Type here general notes regarding the course | | | | |

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**Stage: first**

**Lecturer name:**saif Khalid musluh.

**Academic Status: Lecturer**

**Qualification:master**

**Place of work: Alqadisiya University**

**Republic of Iraq**

**The Ministry of Higher Education**

**& Scientific Research**



**Course weekly Outline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **week** | **Date** | **Topics Covered** | **Lab. Experiment Assignments** | **Notes** |
| **1** |  | **Ms-word** |  |  |
| **2** |  | **Ms-word** |  |  |
| **3** |  | **Ms-word** |  |  |
| **4** |  | **MS-Excel** |  |  |
| **5** |  | **MS-Excel** |  |  |
| **6** |  | **MS-Excel** |  |  |
| **7** |  | **MS-PowerPoint** |  |  |
| **8** |  | **MS-PowerPoint** |  |  |
| **9** |  | **Internet AND Network** |  |  |
| **10** |  | **Email** |  |  |
| **11** |  | **Windows Explorer** |  |  |
| **12** |  | **Data Security** |  |  |
| **13** |  | **Storage Reserve** |  |  |
| **14** |  | **Safety and health in the use of computers** |  |  |
| **15** |  | **Computer malfunction** |  |  |
| **16** |  | **Exam** |  |  |

**Instructor Signature: Dean Signature:**