

Number of units 4	T 3	Pr 2	Th 1	Number of weekly hours	Annual System 30 weeks	Al-Esra'a University College Department: Engineering of Refrigeration and Air Conditioning Technologies
				Computer(1)		First stage
<u>Course Objective</u>						
Learning the basic components of computer system as well as the modern operating system, utility and application programs.						

Week	Topic	Practical Subject	Notes
1	Generation of Computer	Generation of Computer	
2	Essential components of computer	Essential components of computer	
3	Microsoft – Disk Operating System	Microsoft – Disk Operating System	
4	Internal command	Internal command	
5	External command	External command	
6	Windows Operating System (Getting)	Windows Operating System (Getting)	
7	Started with Windows	Started with Windows	
8	Start Windows and view the Active Desktop	Start Windows & view the Active Desktop	
9	Use the mouse	Use the mouse	
10	Start a program	Start a program	
11	Move and resize windows	Move and resize windows	
12	Use menus , keyboard shortcuts, and toolbars	Use menu, keyboard shortcuts and toolbars	
13	Use dialog boxes	Use dialog boxes	
14	Use scroll bars	Use scroll bars	
15	Get Help	Get Help	
Half-year Break			
16	Close a program and shut down windows	Close a program and shut down windows	
17	Windows Operating System (Working) With Programs , Files , and Folders	Windows Operating System (Working) With Programs , Files , and Folders	
18	Create and save a WordPad file	Create and save a WordPad file	
19	Open , edit , and save an existing Paint file	Open , edit , and save an existing Paint file	

20	Work with multiple programs	Work with multiple programs	
21	Understand file management	Understand file management	
22	View files and create folders & My Computer	View files and create folders & My Computer	
23	Move and copy files using My Computer	Move and copy files using My Computer	
24	Manage files with Windows Explorer	Manage files with Windows Explorer	
25	Delete and restore files	Delete and restore files	
26	Create a shortcut on the desktop	Create a shortcut on the desktop	
27	My Computer- My Documents – Recycle Bin	My Computer- My Documents – Recycle Bin	
28	Accessories calculator	Accessories calculator	
29	Paint	paint	
30	Anti Viruses	Anti Viruses	
	WordPad&Note pad	WordPad&Note pad	
	Computer Viruses	Computer Viruses	