

## Basic Course Syllabus

<b>Duration : 2.5 Hours</b>	<b>Lecture 1</b>
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- Introduction to IT:
  1. Identify Main Types of Computer
  2. Compare between Hardware and Software
  3. Identify Main parts of Computers & its peripherals
  4. Identify elements of computer performance
  5. Specify the term system development

<b>Duration : 2.5 Hours</b>	<b>Lecture 2</b>
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1. Clarify the term computer Network
2. Verify the need of security and backup
3. Understand copy Terms and data protection

<b>Duration : 2.5 Hours</b>	<b>Lecture 3</b>
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- Introduction to Operating systems
  1. Manipulate Windows ,Pages and Screens
  2. Perform File Management Techniques
  3. Prohibit Virus Infections

<b>Duration : 2.5 Hours</b>	<b>Lecture 4</b>
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1. Use Control Panel
2. Clarify Virus and display setting
3. Control print process

<b>Duration : 2.5 Hours</b>	<b>Lecture 5</b>
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1. Manipulate files and folders
2. Run some applications
3. Use help

<b>Duration : 2.5 Hours</b>	<b>Lecture 6</b>
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- Introduction to internet
  1. concepts and terms relating to internet and E-mailing
  2. navigate individual Web sites
  3. Use search engines

<b>Duration : 2.5 Hours</b>	<b>Lecture 7</b>
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1. Download files
  2. Create , send and read E-mail message
  3. Edit and attach files to e-mail message
  4. manage message folder
- Revision

<b>Duration : 2.5 Hours</b>	<b>Lecture 8</b>
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- Final Exam