

6. Computer

No.	Subjects.	Hours.
1.	Introduction about computer: a. Hardware. b- Software c- Computer structure d- Floppy magnetic disks. E- Operating System. f- CD-ROM. g- File & Folder. h- High level programming language. I- Constant and Variables. J- Library function. K- Arithmetic Expression, (rule of precedence). L- Number of system. m- Type of monitor.	6
2.	Introduction about MS-DOS: a- Operating System. b- Dos drive. c- Key board. d- Dos command. 1. Internal command. 2. External command. Ex. A:C:,Dir,Time,Date,CD,MD,RD,Format,Copy,Edit,Tree, Del, Ran, CLS, Type, Print. e- Application.	4
3.	Introduction about windows.	4
4.	Introduction about Microsoft word.	4
5.	Introduction about Microsoft excel.	4
6.	Introduction about Microsoft power point.	4
7.	Introduction about internet and E-mail.	4