

University : Telafer

Faculty : Basic Education

Department : Mathematic

Stage : second

Subject : Computer / Microsoft office (Access)

Semester : First



Republic of Iraq
Ministry of Higher Education & Scientific
Research

Course Weekly Outline

Name	Omar S. Taha			
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Qualification	Master of Computer Science			
Scientific title	Assistant Lecturer			
Work site	Math Dep. Basic Education Collage University of Tal Afar			
Course objective	<ol style="list-style-type: none">1. Introduction to database systems (access).2. Familiarity with the environment of the Access database system.3. Using the access system, getting to know the system interface, and using the most important tools.4. Learn about database objects and ways to design a database and using the system5. Making tables, queries, forms and reports.			
Course description	Take the computer lectures theoretical material and practical at the same time and by three hours per week			
Methodology books	Microsoft office access 2007 Databases - College of Basic Education, Mathematics Department, Second Stage, Fifth Edition 2012			
External sources	http://www.mediafire.com/file/6i11nkvezh311c11/ICDL5_Access_2010.rar/file Link to PowerPoint Explanation for Access System			
Ratings (Division of grades)	First assessment	Second assessment	Annual quest	Final assessment
	20 %	20 %	40 %	60 %
General Notes: (Number of hours, number of units, places of lectures...etc)				

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Week	Date	Article theoretical and practical	The notes
First		Introduction to the importance of databases	
Second		Characteristics and characteristics of databases	
Third		Types of data contained in databases	
Fourth		Database components	
Fifth		Explain how to create tables	
Sixth		Create a table by design presentation	
Seventh		Create a table by wizard method	
Eighth		Create a table by entering data	
Ninth		Inquiry design methods	
Tenth		Inquiry by design method	
Eleventh		Processing query design	
Twelfth		The conditions in the inquiry	
Thirteenth		Model design methods	
Fourteenth		Creating and printing reports	
Fifteenth		Practical application for a range of projects	