

كلية المجتمع

المقرر: الطباعة وتجهيز المستندات ادم 234

أستاذة المقرر : وجدان الحربي



First week	Second week	Third week	Fourth week	Fifth week	Sixth week
Introcution to Keyboarding & document processing	Skill Refinement	Skill Refinement	Correspondence	Correspondence	Reports
7th week	8th week	9th week	10th week	11th week	12th week
Tables	International Formatting	International Formatting + Mid 1	Formal Report Project	Formal Report Project	Formal Report Project + Mid 2
13 th week	14 th week	15 th week	16 th week	17 th week	18 th week
Revision	Revision	Final Lab Exam	Finals	Finals	Finals