



# Academic Course Description of Computer Science

## Academic Course Description

1. Course Name
Computer Science
2. Course Code
CS123
3. Semester / Year
First Semester 2025-2026
4. Date of Preparation
January 28, 2026
5. Available Attendance Modes
In-person
6. Total Study Hours / Total Units

Units: 2  
Theory: 15  
Practical: 30

### 7. Course Coordinator Name

Name:

Email:

### 8. Course Objectives

- |                   |                                                                                                                                                                                                                                                        |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Objectives | <ol style="list-style-type: none"><li>1) Provide a thorough overview of the fundamental concepts of computer applications.</li><li>2) The course covers the use of Microsoft Word, Microsoft Power point, and Google applications in detail.</li></ol> |
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### 9. Teaching and Learning Strategies

Strategy	These are the plans used by faculty members to develop the teaching and learning process for students; they are the plans followed to achieve learning objectives. They describe all classroom and extracurricular activities to achieve the program's learning outcomes, such as showing videos and images and holding discussion sessions.
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### 10. Course Structure

week	hours	Unit or Topic Name	Required Learning Outcomes	Learning Methods	Assessment Methods
1	3	Introduction to Microsoft Word	Identify the application, its history, and interface components.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports
2	3	Insert Tab	Learn the functions available in the Insert tab and their applications.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports

3	3	Layout Tab	Use the tab to plan and format pages according to specific needs.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports
4	3	References Tab	Learn how to use the tab to add references, files, and footnotes.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports
5	3	Mailings Tab	Utilize the mailings tab for sending and correspondence functions.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports
6	3	Review Tab	Use the tab to preview translations and add comments.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports
7-8	6	View Tab	Use the tab to preview the document and manage page display options.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports
9	3	Introduction to PowerPoint	Identify the application, its history, and interface components.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports
10	3	Home Tab	Learn how to save files, print, and edit slides.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports
11	3	Insert Tab (PowerPoint)	Learn how to insert shapes and charts.	Lectures, Presentations	Written Exams Oral Exams
				, Educational Videos.	Lab Reports
12	3	Design Tab	Learn how to design and format slides.	Lectures, Presentations, Educational Videos.	Written Exams Oral Exams Lab Reports

13	3	Transitions & Slide Show	Learn transition designs between slides and how to manage the slide show.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports
14-15	6	Graphics, View, and Review Tabs	Add graphic clips, preview pages, translate, and add comments.	Lectures, Presentations, Videos, Lab.	Written Exams Oral Exams Lab Reports

### 11. Course Evaluation

The 100-point grade distribution is based on student tasks such as daily preparation, quizzes (daily/monthly), oral/written exams, and reports.

### 12. Learning and Teaching Resources

Required Textbooks	1) Microsoft office Professional 2019, BY Linda Foulkes, Senior Editor: Afshaan Khan . 2)Microsoft office Professional BY Joyce Cox, Jo an Lambert & Curtis Frge
Main References	As mentioned above
Supportive References	As mentioned above
Electronic Resources	Google Scholar, academic websites