Al-Mansour University College

Department of Pharmacy

Computer Sciences I Course Description

1. Course Name	
Computer Sciences I	
2. Course Code	
MUC114	
3. Semester and Year	
First Year / Second Semester Total credits: 2 | Theory credits: 1 | Practical credits: 1	
4. Date this description was prepared	
23/8/2026	
5. Available attendance forms	
On-campus theoretical lectures and practical computer laboratory classes.	
6. Total academic hours	
Weekly contact hours: 3 (1 theory + 2 practical). Semester totals over 15 weeks: 15 theory + 30 practical = 45 contact hours. Credit hours: 2 (1 theory credit + 1 practical credit).	
7. Name of course coordinator(s)	
Name and academic title: Bushra Jabar Abdalkareem Email: bushra.jabbar@muc.edu.iq	
8. Course objectives	
Objectives of the study subject	1. Provide a thorough understanding of fundamental computer application concepts. 2. Develop knowledge and practical skills in Microsoft Word, Microsoft PowerPoint, and Google applications. By the end of the course, students should be able to create and format documents, use reference and review tools, work with Google applications, and create presentations incorporating graphics, layouts, transitions, and animations.

9. Teaching and learning strategies	
Teaching strategies	Interactive lectures, projected software demonstrations, guided tasks, and feedback on document and presentation examples. Practical teaching uses supervised exercises in the computer laboratory.
Learning strategies	Individual practice, guided exploration of application commands, document and presentation assignments, and peer review. Students save and revise their work and apply feedback to improve accuracy and clarity.

10. Theoretical course structure

One theoretical contact hour per week over 15 weeks. Two-hour topic groups are distributed across two consecutive weeks.

Wk	Hrs	Required learning outcomes	Name of the unit or topic	Learning method	Evaluation method
1	1	Explain document file operations and basic text and paragraph formatting.	Introduction to Microsoft Word: File and Home tabs.	Lecture; software demonstration	Quiz; oral questions
2	1	Identify commands for adding content and objects to documents.	Microsoft Word: Insert tab.	Lecture; software demonstration	Quiz; oral questions
3	1	Explain page layout and document arrangement options.	Microsoft Word: Layout tab.	Lecture; software demonstration	Quiz; oral questions
4	1	Explain tables of contents, footnotes, citations, and cross-references.	Microsoft Word: References tab.	Lecture; software demonstration	Quiz; oral questions
5	1	Explain mail merge and the purpose of mailing tools.	Microsoft Word: Mailings tab.	Lecture; software demonstration	Quiz; oral questions
6	1	Describe proofing, review, and translation tools.	Microsoft Word: Review tab.	Lecture; software demonstration	Quiz; oral questions
7	1	Distinguish document views and explain navigation options.	Microsoft Word: View tab — part I.	Lecture; software demonstration	Quiz; oral questions

10. Theoretical course structure continued					
Wk	**Hrs**	**Required learning outcomes**	**Name of the unit or topic**	**Learning method**	**Evaluation method**
8	1	Explain display and window options for working with documents.	Microsoft Word: View tab — part II.	Lecture; software demonstration	Quiz; oral questions
9	1	Describe the purpose and basic organization of a presentation.	Introduction to Microsoft PowerPoint.	Lecture; software demonstration	Quiz; oral questions
10	1	Explain presentation file operations and basic slide editing.	Microsoft PowerPoint: File and Home tabs.	Lecture; software demonstration	Quiz; oral questions
11	1	Identify options for inserting graphics and other slide content.	Microsoft PowerPoint: Insert tab.	Lecture; software demonstration	Quiz; oral questions
12	1	Explain themes, layouts, and presentation design choices.	Microsoft PowerPoint: Design.	Lecture; software demonstration	Quiz; oral questions
13	1	Explain slide transition effects and ways of viewing slides.	Microsoft PowerPoint: Transitions tab and slide views.	Lecture; software demonstration	Quiz; oral questions
14	1	Describe animation effects and their role in presentations.	Microsoft PowerPoint: Animations tab.	Lecture; software demonstration	Quiz; oral questions
15	1	Explain review commands and presentation viewing options.	Microsoft PowerPoint: Review and View tabs.	Lecture; software demonstration	Quiz; oral questions

Total theoretical contact hours: 15

10. Practical course structure

Two practical contact hours per week over 15 weeks. Review and translation skills are developed progressively during weeks 6–8.

Week	Hrs	Practical subject and expected learning outcome
1	2	Using Google applications. Complete guided tasks using the applications selected by the instructor.
2	2	Insert mathematical equations and graphs in Microsoft Word using the ribbon tools.
3	2	Use Microsoft Word layout tools to set up and arrange a document page.
4	2	Use the References tab to create a table of contents, footnotes, citations, and cross-references.
5	2	Use the Mailings tab to prepare a mail merge exercise with sample recipient data.
6	2	Use document review and translation tools — session 1. Apply the assigned review and translation commands.
7	2	Use document review and translation tools — session 2. Practice reviewing text and using translation tools.
8	2	Use document review and translation tools — session 3. Complete and revise the assigned document exercise.
9	2	Create, edit, and save a Microsoft PowerPoint presentation.
10	2	Print presentations. Configure print settings and prepare slides or handouts for printing.
11	2	Add graphics to a presentation and create slides incorporating text, graphics, animation, and transitions.
12	2	Use presentation design layouts and templates.
13	2	Customize transition effects, control their speed, and add sound.
14	2	Apply common animation effects, including entrance and exit effects.
15	2	Add sound to support animation effects and refine the presentation sequence.
Total	30	15 weeks × 2 practical contact hours.

Practical learning methods: demonstration, supervised computer tasks, independent practice, and feedback. Evaluation methods: observation of task completion, submitted documents and presentations, practical quizzes, and practical examinations.

11. Course evaluation

Assessment covers theoretical understanding and practical use of computer applications, with a total score of 100 marks. The proposed distribution below is subject to departmental approval.

Assessment component	Marks
Coursework, quizzes, and assignments	10
Mid-semester theoretical examination	20
Practical assessment and examinations	10
Final theoretical examination	60
Total	100

12. Learning and teaching resources

References for theory and practical teaching	1. Microsoft Office Professional 2019. Linda Foulkes; senior editor: Afshaan Khan. 2. Microsoft Office Professional. Joyce Cox, Joan Lambert, and Curtis Frye.
Practical resources	Department-provided task sheets, sample documents, presentation files, and computer laboratory instructions.
Recommended supporting materials	Worked examples and practice tasks selected by the course coordinator for Microsoft Word, Microsoft PowerPoint, and Google applications.
Electronic references and websites	Application help resources and department-designated electronic learning materials.

13. Course Development Plan

Update screenshots and task instructions to match the software used in the computer laboratory. Review the progression of document and presentation tasks, and use student work and feedback to improve formatting, reference management, and presentation skills. Clarify the scope of repeated review and translation exercises and confirm the editions of the teaching references before the next course offering.