Learning method	Unit/ Topic Name	Required learning outcomes	watches	week
Lecture+ Lab	Introduction to computers and their general systems	**LO1:** Identify computer components and their functions.	**2**	**1**
Lecture+ Activity	Computer components**(** hardware**)**	**LO2:** Classify ,input ,processing storage and output units	**2**	**2**
Lecture+ Lab	Software**:** System and Application	**LO3:** Distinguish between operating systems and applications	**2**	**3**
Lecture+ practical application	BIOS**,** Boot and Operating System Features	**LO4:** Explain the operation of**BIOS** and its role in system booting.	**2**	**4**
Lecture+ Test	First short test + review	**LO1, LO2**	**2**	**5**
Lecture+ Lab	Operating systems **(Windows, Linux, Mac OS)**	**LO5:** Compare different operating systems	**2**	**6**
Lecture+ Test	Midterm exam	**LO1 – LO7**	**2**	**7**
Lecture+ Lab	**Microsoft Office** Suite Components	**LO6:** Identify the uses of office software	**2**	**8**
Lecture+ practical application	**Microsoft** Word	**LO7:** Perform text and document formatting tasks	**2**	**9**
Lecture+ Test	Second short test	**LO10, LO11**	**2**	**10**
Lecture+ Lab	**Microsoft** Excel	**LO8:** Create tables and mathematical equations	**2**	**11**

Lecture+ Homework	Application assignment us**Word** or **Excel**	**LO6, LO7**	**2**	**12**
Lecture+ Project	Prepare a report using **Office tools**	**LO5, LO8, LO10**	**2**	**13**
Lecture+ Lab	,Networks Internet, and Protocols	**LO9:** Identify networks and their basic .components	**2**	**14**
Lecture+ Review	Comprehensive review of learning outcomes	All**LO**	**2**	**15**