**Syllabus BMT 227**

**Principles of Personal Computers**

**Instructor:** Meaad Abdulrahman Attuwaimi

**Office Hours:**

* Saturday (8:00 am – 11:00 am).
* Sunday (8:00 am – 11:00 am).

**Email:** Ksu.meaad@gmail.com

**Time and Location:**

The course meets Saturday and Monday from (8:00 am to 11:00 am) at the Computer lab.

**Course Description:**

This course focuses on the basic concepts and components of the computer system (Software & Hardware) and identifies different operating systems, especially windows operating system. Also it will teach in detail the latest office productivity tools such as Microsoft Office Suite (Excel) and Statistical Package for the Social Sciences (SPSS). Successful completion of this course will enable the student to be equipped with necessary knowledge and skills to be able to effectively use and utilize a computer system.

**Materials**:

There is textbooks for this course. In most case, lecture notes will be given to you. You may download the notes electronically before the class, or print them and make handwritten.

**Textbooks:**

* **” Computers Are Your Future**.**”,** Bill A Daley, 9th Edition, Pearson. [This is the main textbook]
* **” How Computers Work**. **”**,Ron White& Timothy Edward Downs, 9th Edition, 2008.
* **”The 2007 Microsoft Office System Step by Step**. **”**, Joyce Cox, Steve Lambert, et al, and Curtis Frye, , 2008.
* **Using SPSS for Windows: Data Analysis and Graphics,** 2nd Edition, Susan B. Gerber, and Kristin Voelkl Finn

**Examination:**

One midterm exam and final exam. In addition, tow practical exams.

 **Grading:**

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| **Scheduling of Assessment Tasks for Students** |
| **Assessment** | **Assessment task** | **Week due** | **Proportion of Final Assessment** |
| 1 | First practical exam | 7th  Week | 15% |
| 2 | Midterm Exam | 11th Week | 30% |
| 3 | Second Practical Exam | 13h week | 15% |
| 4 | Final exam | Last week | 40% |

**Topics to be Covered:**

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| **Topics to be Covered** | **No. of Weeks** | **Contact Hours** |
| Introduction to the Course | 1st | 3 |
|  Computer Fundamental | 2nd | 3 |
| Type of Computers | 3rd | 3 |
| The Operating System and its Functions. | 4th | 3 |
| User Interface and Popular Operating Systems | 5th  | 3 |
| System Utilities: Housekeeping Tools | 6th | 3 |
| ***First Practical Exam (SPSS).*** | 7th | 3 |
| Inside and Outside The system unit | 10th & 11th | 3 |
| ***Midterm*** | 12th | 3 |
| Databases | 13th | 3 |
| ***Second Practical Exam (Excel).*** | 14th | 3 |
| Revision | 15th | 3 |