**1103 CSC - Introduction to Operating System and Basic Application**

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| **Instructor** | **Lecture times**  | **Office hours**  | **Office** | **Email/website** |
| Taghreed Aljasser | * Sun. 11-2

Lab: * Mon 10-12
 | Mon:12-1Tus:11-1  | Building 1 2nd floor Office # 314 | EmailTaljasser@ksu.edu.saWebsite http://fac.ksu.edu.sa/ Taljasser |

**Aims of the Course**

The aim of this course is to provide the student with the basic skills to use the computer and basic application programs. It gives the student a practical training on the following:

* Introduction to computers and Operation Systems
* Microsoft Windows Operating System
* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Access

**Grading Policy:**

* **First Mid Exam 20%**
* **Second Mid Exam 20%**
* **Lab work(Work sheets & Quizzes) 20%**
* **Final Exam 40%**

**Reference:**

**Introduction To The Computer & Internet**, prof. Abdullah Al Mosa

**Topics to be covered:**

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| **List of Topics** | **Week**  | Quizzes & Midterms |
| Preparation | 2,3 Sep |  |
| General Concepts About Computer- Computer Components | 9 ,10 Sep |  |
| **Computer Network, Internet & Information Security** –Windows | 16,17 Sep |  |
| Windows | 24 Sep |  |
| Windows - Microsoft Word | 30 Sep,1 Oct |  |
| Microsoft Word | 7,8 Oct | Midterm #1  |
| Microsoft Word | 14,15Oct | Q1 - Microsoft Word |
| Microsoft Excel | 21,22 Oct |  |
| Microsoft Excel | 28,29 Oct |  |
| Microsoft PowerPoint | 4,5 Nov | Q2- Microsoft Excel |
| Microsoft PowerPoint | 11,12 Nov | Midterm #2(Word + Excel) |
| Microsoft Access | 18,19 Nov | Q3- Microsoft PowerPoint |
| Microsoft Access | 25,26 Nov | Q4- Microsoft Access |

**Class Rules:**

* **Attendance is very important, if you absent more than 25% of lectures, you will be not able to get final exam.**
* **If you come late, you can attend the lecture, but you will be considered absent.**
* **If you miss one of the major exams you will be not excused unless the instructor accepts your formal medical report.**
* **This course requires constant studding if you have any questions don’t hesitate to come and ask me at any time.**

 **Good Luck**