



1103 CSC - Introduction to Operating System and Basic Application

Instructor: Awatef K. Almutairi

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Office Hours:

Wednesday : From: 10:00 To: 11:00

Monday : From: 9:00 To: 10:00

Class schedule:

(327):

- Sunday from 10:00 to 12:00
- Wednesday from 11:00 to 12:00

(578):

- Monday from 8:00 to 9:00
- Wednesday from 8:00 to 10:00

(328) Lab:

- Monday from 10:00 to 12:00

Grading Policy:

- Participation and Presentation 5%
- First Mid Exam 15%
- Second Mid Exam 10%
- Third Mid Exam 10%
- Lab work 20%
- Final Exam 40%

Reference:

- Handouts & lecture notes
- ICDL books

Topics to be covered:

List of Topics	Week No.	
Preparation	1	
Introduction to computers and Operation Systems	2	
Microsoft Windows Operating System	3	



Quiz #1	4	
Microsoft Word	5	
Microsoft Word	6	
Microsoft Word	7	
Microsoft Excel	8	Midterm #1
<i>Break</i>	9	
Microsoft Excel	10	
Microsoft Excel	11	
Microsoft PowerPoint	12	
Microsoft PowerPoint	13	Midterm #2
Microsoft Access	14	
Microsoft Access	15	Midterm #3

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,,