



Course Syllabus: CSC 1103 Introduction to Operating System and Basic Application

Class hours:

- Lectures : SAT (10 AM- 12 PM) and TUS (11 AM- 12 PM)
- Lab: SUN (11 AM – 01 PM)

Instructor: Nouf AlJaffan **Email:** naljaffan@ksu.edu.sa

WebSite: faculty.ksu.edu.sa/aljaffan

Office: Room 24, 2nd floor, B building.

Office Hours: SAT (8-9 AM, 12-1 PM) and TUS (9-11 AM)

Main course objectives: At the end of this semester, students will develop their computer skills. Students will take a practical training on Microsoft Windows OS and Microsoft Office (Word, Excel, PowerPoint, Access).

Session / Date	Topics	Exams
Week2: 2 Feb	Introduction To Computers And Operation Systems: Hardware, Software, Information Technology Concepts, Information Networks, The Use Of It	
Week3: 9 Feb	Windows Operating System: First Steps , Basic Information And Operations, Text Editing, Desktop And Windows, Files Management, Print Management	
Week4 & 5 16 - 23 Feb	Microsoft Word: Main Operations, Text and Page Formatting, Tables, Insert A Picture, An Image, A Chart Into A Document, Move A Picture, Image, Chart Within A Document, To Another Document, Print A Document	Mid-One Exam on SUN 24 Feb
Week 6 & 7 2 – 9 Mar	Microsoft Excel :Main Operations, Worksheet Formatting, Handling Worksheets, Generate, Charts / Graphs, Insert A Picture, Print A Worksheet	
Week 8: 16 Mar	Microsoft PowerPoint: Adjust Settings, Developing A Presentation, Using Design Templates, Master Slide	Mid-Two Exam on SUN 17 Mar
Week 10: 30 Mar	Microsoft Access: Database Concepts, Tables, Forms, Queries, Reports	Mid-Three Exam on SUN 12 Apr

Reference:

- Handouts and lecture notes.
- Text Book : ICDL Books.

مصادر عربية: المؤلف : أ.د عبدالله بن عبدالعزيز الموسى (مقدمة في الحاسب والانترنت) المملكة العربية السعودية ، الطبعة الخامسة ، 2007 .

Grades:

15% Mid 15% Mid two 15% Mid three 15% Lab assessment 40% Final Exam

Course Rules:

- Please check the instructor's website for course material and announcements.
- Attendance** is very important, if you miss class more than **25%** you are not allowed to enter the final exam. If you absent for medication or other mitigating reason, you must provide documentary evidence **within 72 Hours** to justify your absence.
- Late attendance** is not considered. You may attend but you're considered absent.
- Midterms and quizzes attendance is very important.** You cannot be excused unless the instructor accepts your formal medical report. If your absent does not meet the stated criteria, you will be given a zero for the exam. Otherwise, your absence will be deemed to be with good cause and you will be automatically re-entered to sit the missed examination at the end of the semester.
- Lab work requires your attendance. It is **not a group work** therefore you need to study before the lab time to be able to finish the required assignments. Please keep a flash memory with you to save your work.
- Cheating will be dealt with harshly.** At best you will receive a 0. At worst you will be referred to the office of student affairs for academic misconduct.