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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instructor** | **Lecture times**  | **Office hours**  | **Office** | **Email/website** |
| Amal Al -Habib | * Sun. 8-11

Lab: * Mon 8-10
 | Sun:11-1Mon:10-11Wed:10-11Thurs:8-11  | Building 4 1st floor Office # 7 | EmailAalhabeeb1@ksu.edu.saWebsite http://fac.ksu.edu.sa/aalhabeeb1 |

**Grading Policy:**

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

**Reference:**

**Computer Skills ,Common First Year, KSU**

**Topics to be covered:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **List of Topics** | **Week** | Quizzes & Midterms |
|  | Preparation | Jan 6-7 |  |
|  | General Concepts About Computer- Computer Components | Jan 13-14 |  |
|  | **Computer Network, Internet & Information Security** –Windows | Jan 20-21 |  |
|  | Microsoft Word | Jan 27-28 |  |
|  |  Microsoft Word | Feb 3-4 |  |
|  | Microsoft Word | Feb 10-11 | Midterm #1 |
|  | Microsoft Excel | Feb 17-18 |  |
|  | Microsoft Excel | Feb 24-25 | Q1 - Microsoft Word |
|  | Microsoft PowerPoint | Mar 3-4 |  |
|  | Microsoft PowerPoint | Mar 10-11 | Q2- Microsoft Excel |
|  | Microsoft Access | Mar 17-18 | Midterm #2(Word + Excel) |
|  | Microsoft Access | Mar 24-25 | Q3- Microsoft PowerPoint |
|  | Microsoft Access | Mar31/ Apr1 | 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,,**