



Course Syllabus
First Term 1441/1442

Course Number:	Course name :	credit hours :	Communication hours
CS 041	Computer Skills For Preparatory Programs "Applied1, Administrative, Linguistics and Medical Tracks"	3	3
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Course's Objectives: This is an introductory course in the first semester of the preparatory program and designed for beginner students who need enough background and skills in the field of computer technology and information systems. This course is a one semester course which meets three hours a week. The time is divided between lecture and hands-on work in the computer laboratory.

Text Book: Handouts by the instructor.

Website:

Grading:

Attendance	5%
participation	5%
Quizzes	20%
Mid-term Exam	30%
Final Exam	40%
Total	100%

Attendance: Attendance will be taken in the first 5 minutes of the lecture (lectures). If you came late, you should remind me at the end of the class to consider your attendance for the second lecture, otherwise, you will be marked absent for the two lectures. Accepted excuses for absence should be submitted within two weeks after the absent lectures.

Note:

1. During the semester the maximum percentage of not approved absences are not more than 20%, student exceed this percentage is failed.
2. Students are responsible for all materials and information covered at each class meeting, even if they are absent

Classroom Participation: It is expected that you participate in the discussion at lectures by asking and answering questions, raising issues, and making observations and constructive comments.

Cheating and Dishonesty: Each student should write and submit his/her own work either on exams or on exercises and other course material. Any kind of cheating or dishonesty throughout the course is considered a serious offence and will be dealt with strictness and no mercy.



Attention: Don't use or leave open your mobile phone throughout lectures. Violating this may result in lowering your grad or expelling from the classroom.

Course requirement:

- No assignments will be accepted more than 2 weeks late. They will be penalized 50% for each week late.
- Students are expected to do their own work on assignments and exams.
- Student responsible to provide a USB to save a copy for all files and documents.
- Lectures and class notes does not replace textbooks.
- Assessment tests are not allowed to be redone unless a medical report is provided. And it would be schedule in a specific time.
- Please turn off all mobile devices or set to silent mode during class.
- Eating, drinking, reading other course material not allow during class.

Course schedule:

N o	Weeks		Lecture Topics	Sections	H o u r s	(SL)	Exams
	From	To					
1	30/08/2020 11/01/1442	03/09/2020 15/01/1442	Introduction				
			Chapter 1 : Why computers matter to you.	-Computer literacy -Computers and careers. -Technology challenges.	3		
2	06/09/2020 18/01/1442	/09/202010 /01/144222	Chapter 2 : Looking at computers, understanding the parts.	-Functions of a computer -Data versus information -Bits and bytes -Input devices	1		
						2	
3	/09/202013 25/01/1442	/09/202017 29/01/1442	Chapter 2 : Looking at computers, understanding the parts.	-Output devices -Processing -Storage -Ergonomics	3		
4	/09/202020 /02/144203	24/09/2020 07/02/1442	Chapter 3 : Application Software: Programs That Let You Work and Play	-Application vs. system software -Productivity software -Multimedia software	3		



5	27/09/2020 10/02/1442	01/10/2020 14/02/1442	Chapter 3 : Application Software: Programs That Let You Work and Play	-Multimedia software -Entertainment software -Educational and reference software	3		Quiz1 (10 marks)	
6	04/10/2020 17/02/1442	08/10/2020 21/02/1442	Chapter 4: Using System Software: The Operating System, Utility Programs, and File Management.	- System software -Categories of operating systems -OS role in: -Providing user interaction -Managing the processor -Managing memory	3			
7	11/10/2020 24/02/1442	15/10/2020 28/02/1442	Chapter 4: Using System Software: The Operating System, Utility Programs, and File Management	-OS role in: -Managing hardware -Interacting with application software -Starting the computer -Desktop and Windows features -OS role in keeping the desktop organized -Utility programs	3			
8	18/10/2020 01/03/1442	22/10/2020 05/03/1442	Mid-term Exam (30 Marks)					
9	25/10/2020 08/03/1442	29/10/2020 12/03/1442	Chapter 5 : Using the Internet	- History of the Internet -Forms of Internet communication -Web entertainment -E-commerce -Web browsers -URLs -Hyperlinks	3			
10	01/11/2020 15/03/1442	05/11/2020 19/03/1442	Chapter 5 : Using the Internet	- Search engines -Improving search results -Evaluating Web sites -Connecting to the Internet -Future of the Internet	3			



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11	08/11/2020 22/03/1442	12/11/2020 26/03/1442	Chapter 6 : Networking: Connecting Computing Devices	-Networking fundamentals -Network architecture -Network components -Peer-to-peer networks	3			
12	15/11/2020 29/03/1442	19/11/2020 04/04/1442	Chapter 6 : Networking: Connecting Computing Devices	-Ethernet networks -Power-line networks -Configuring software -Wireless security	3			
13	22/11/2020 07/04/1442	26/11/2020 11/04/1442	Chapter 7: Privacy, Crime, and Security	-Privacy. -Crime -Security.	3		Quiz2 (10marks)	
14	29/11/2020 14/04/1442	3/12/2020 18/04/1442	Review and questions		3			
15	6/12/2020 21/04/1442	10/12/2020 25/04/1442	Final Exam (40 marks)					