

King Fahd University of Petroleum & Minerals
College of Computer Science and Engineering
Information and Computer Science Department
Syllabus for PYP 002 – Preparatory Computer Science
Second Semester 2007-2008 (072)

1. Course Description:

Introduction to computer systems components. Windows operating systems and its utilities. Hands-on exposure to applications software (MS Office 2003). Introduction to Internet tools and technologies.

2. Prerequisite: None

3. Textbook:

“Practical Computer Literacy”

Parsons and Oja, Thomson Learning, ISBN 0-619-21389-2

4. Reference Books:

1. “How to Do Everything with Windows XP”, Second Edition
Curt Simmons, McGraw-Hill/Osborne, 2003, ISBN 0-07-223080-0
2. Peter Norton’s “Introduction to Computers”, Fifth Edition
McGraw-Hill/Glencoe, 2003, ISBN 0-07-826421-9

5. Course Objective:

The course is designed to provide prep year students with skills and knowledge necessary for using computers in their future courses. Emphasis will be given to applications and independent work. Also the course helps students to pass ICDL exams.

6. Course Coverage Outline:

The course is organized into six modules

1. Module 1 Basic Concepts of Information Technology
2. Module 2 Using the Computer and Managing Files
3. Module 3 Word Processing
4. Module 4 Spreadsheets
5. Module 6 Presentation
6. Module 7 Information and Communication

The organization corresponds to the ICDL. Module 5 Databases is not covered in the course.

7. Learning Outcomes:

Upon successful completion of this course, the student will be able to:

1. Explain the fundamental characteristics and applications of computer technology
2. Use a computer operating system effectively
3. Use basic and advanced features of word processing

4. Create numeric applications with an electronic spreadsheet program
5. Generate high quality computerized presentations with a presentation graphics program
6. Access and navigate the World Wide Web
7. Search for information on the web
8. Design a simple web page

8. Assessment:

- Lab attendance is mandatory.
- Students' work in the lab and the lab exams are kept as the evaluation strategy.
- Grading policy:

Attendance	8 %
Lab work evaluation	12 %
Lab Exams (4 × 15%)	60 %
Final Exam	20 %

9. Detailed Lab Coverage:

Week	Lab Topic	Chapters in Textbook
1	Introduction to Computer Systems Components and their Functions	Chapters 1,2 & 3
2	Windows Operating System: Microsoft Windows XP	Chapters 4 & 5
3	Windows Operating System: Microsoft Windows XP	Chapters 4 & 5
4	Lab Exam1 (MCQ) Internet Tools and Technologies	Chapters 19
5	Microsoft Office: Common features, and Word Processing: Microsoft-Word	Chapters 6,7,8 & 9
6	Word Processing: Microsoft-Word	Chapters 6,7,8 & 9
7	Word Processing: Microsoft-Word	Chapters 6,7,8 & 9
8	Lab Exam 2 (Practical Exam) Network	Chapters 17
MID SEMESTER BREAK		
9	Spreadsheet: Microsoft-Excel	Chapters 10, 11 & 12
10	Spreadsheet: Microsoft-Excel	Chapters 10, 11 & 12
11	Lab Exam 3 (Practical Exam) Presentation: Microsoft-PowerPoint	Chapters 13 & 14
12	Presentation: Microsoft-PowerPoint	Chapters 13 & 14
13	Lab Exam 4 (Practical Exam) Working with E-mails	Chapters 18
14	Developing Web-Site	Chapters 19
15	Final Exam	

10. Important Notes:

1. Lab attendance is a must. Three lab absences will earn you a DN grade.
2. No make-up exams.
3. Cheating in whatever form will not be taken lightly and could lead to damaging consequences.
4. You will get the best of this course if you attend all quizzes.

11. Course Exemption Procedure

1. Every student admitted to the university preparatory program will be registered for the course.
2. ICDL registration and testing procedure will be explained to all students in the first class/lab.
3. Each student will evaluate himself whether he can take at least five ICDL modules and successfully complete them
4. Any student who successfully completes five ICDL modules by the end of the 7th week will be exempted from the course.
5. All other students will have to complete the course as per prep year requirement.