

**King Fahd University of Petroleum & Minerals**  
**College of Industrial Management**  
**Department of Accounting & Management Information Systems**  
**MIS 105 - Introduction to Computer Applications**  
**Spring Semester 2006 – 2007 (062)**

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**0. Instructor Details**

<i>Instructor Name</i>	<i>Location</i>	<i>Phone</i>	<i>Office Hours</i>	<i>Email</i>
Mr. Ilyas, Irfan A	B24/ 223	4041	SM 1000 AM – 1130 AM UT 0925 AM– 1000AM UT 1100 AM - 1130AM	<a href="mailto:irfan@kfupm.edu.sa">irfan@kfupm.edu.sa</a>
Mr. Arshad Raza	B22/124-4	3427	SM 1000AM- 1115AM SM 0230 PM- 0315 PM	<a href="mailto:saraza@kfupm.edu.sa">saraza@kfupm.edu.sa</a>

**I. Course Objectives:**

The overall objective of this course is to introduce students to computers and equip them with practical knowledge of and skills in common computer applications including spreadsheet, database, and communications. Some exposure to programming fundamentals will also be provided.

After successfully completing this course, students should:

- Have developed an understanding of the value of computers to their professional and personal lives;
- Have a basic knowledge of computer hardware and software, and how they contribute to the information processing cycle;
- Have acquired a useful degree of theoretical knowledge of common computer applications;
- Be able to use Microsoft Office suite of products to confidently design and develop, spreadsheet and database applications, and able to use intranet/internet for various communication activities.
- Have developed an understanding of the programming process and structured program design and development.
- Be able to write simple program codes using Visual Basic for Applications code which will be used to automate certain tasks in a Microsoft Access database application.

**II. Textbooks:**

Lecture Textbook:

<b>Book Name</b>	<b>Computing Essentials 2006</b>
<b>Author</b>	O' Leary, T. J., et al.,
<b>Publisher</b>	McGraw Hill
<b>Web Site Address</b>	<a href="http://highered.mcgraw-hill.com/sites/0072836075/information_center_view0/overview.html">http://highered.mcgraw-hill.com/sites/0072836075/information_center_view0/overview.html</a>

Lab Textbook:

<b>Book Name</b>	<b>Microsoft Exploring Office XP</b>
<b>Author</b>	Robert T. Grauer, Maryan Baber
<b>Publisher</b>	Printice Hall
<b>Web Site Address</b>	<a href="http://www.prenhall.com/grauer">http://www.prenhall.com/grauer</a>

**III. Course Website:**

<a href="http://faculty.kfupm.edu.sa/MISAC/irfan/">http://faculty.kfupm.edu.sa/MISAC/irfan/</a>
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**IV. Grading Policy:**

Exams

First Major Exam	10%
Second Major Exam	15%
Final Exam	20%

Lab Exams:

Use of Microsoft Excel	15%
Use of Microsoft Access	15%
Use of VBA in Microsoft Access	8%

Quizzes	10%
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Class Performances

(Attendance/Class Participation/Home works etc.)	7%
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**Important Notes:**

1. There will be no make-up exams or quizzes.

2. The students are the sole responsible for the following:

*a. Checking for a possible exam conflict with any other course:* In such a case, the relevant MIS105 instructor should be informed within two weeks of the semester in order to arrange for practical alternatives for the effected student(s).

*b. Any problem which results in an inability to read/ grade the submitted exam material:* This includes, faulty & empty disks (in case of a lab practice exam), any damaged/ missing exam/ quiz paper etc. The mentioned problems could be avoided by having a satisfactory recheck for the state of your submissions and marking your availability in the exams/ homework submissions (will be provided by the instructors) on regular basis.

*c. Taking classes/labs/labexams with other sections:* The students are **NOT** allowed to take classes/labs or lab exams with sections they are not registered in, on their own will. In case of any acceptable excuse, they **MUST** seek permission from their respective instructor; otherwise they will not be given any credit for their participation in the above mentioned events.

## V. Class Attendance:

Refer to the Undergraduate Bulletin (1997-99), pages 25-27, "Attendance, and Withdrawal From Study". All regulations in this section will be applied. Students are expected to attend all classes on time. Any student who misses 9 classes and labs with no KFUPM official excuse will receive a "DN" grade in this course. **However, for more than 3 absences your class attendance/participation score will be reduced by 1% per absence.** Students can be exempted from attending a class producing official or medical excuse endorsed by the Deanship of Student Affairs.

## VI. Course Policy:

1. Issues discussed in the textbooks, assignments, and lectures are subject to be in the quizzes/exams. No make up exams will be given.
2. All reading assignments (chapters and handouts) are to be read prior to class on the day they are assigned. You are expected to participate actively in the discussions in the classes, and points will be awarded for active class participation.
3. **Assignments/Projects must be submitted in class on the due date.**
  - You must always endeavor to provide a complete and satisfactory solution, but if you are unable to do so, at least deliver the work you have managed to complete on time.
  - No late submissions will be accepted. A lower grade will be the consequence of failing to make the deliveries.
  - If you ever consult with your colleagues in approaching and designing the solution, the final submission must be your own effort. You will receive extremely little or no assistance from your instructor for completing the assignments.

***Cheating*** will result in an "F" grade in the course, and further disciplinary action will be pursued.

## VII. Course Exam Dates (Tentative Schedule):

- ~~MIS105 Major01 - Wednesday, 21<sup>st</sup> March OAB Building 6:30 – 8:00PM~~
- MIS105 Major01 Thursday, 22<sup>nd</sup> March OAB Building 6:30 – 8:00PM (New Date)
- MIS105 Major02 - Wednesday, 25<sup>th</sup> April– OAB Building 6:30 – 8:00PM
- FINAL EXAM As announced on Registrar Official Website

### VIII. Coverage of Important Academic/ Social Issues

<b>Perspective</b>	<b>Subject/ Chapter Where it is covered</b>
Ethical issues	None
Global issues & perspectives.	Chapter 1,8
Regulatory issues.	Chapter 10
Legal issues.	Chapter 10
Information technology	All chapters
Written communication skills	Assignment work, On the Web Exercises, Quizzes, Major Exams
Oral communication skills.	Lectures, Labs, Project Presentations
Analytical, critical, creative, and innovative thinking.	Assignments, Class Discussions, Quizzes, Majors, and lectures
Quantitative skills	Assignments works, quizzes, majors, lab sessions, lectures
Activities that encourage team work	Group Assignments

## **TENTATIVE COURSE SCHEDULE**

<b>Week</b>	<b>Lecture Topics</b>	<b>Text Book Chapter</b>	<b>Lab Topic</b>
1	Introduction to Computing	Chapter 1	Use of Windows Operating System
2	Introduction to Computing / Spreadsheet Application	Chapter 1 / Chapter 3	Use of Microsoft Excel
3	Spreadsheet Application	Chapter 3/ Lecture Notes	Use of Microsoft Excel
4	Spreadsheet Application	Chapter 3/ Lecture Notes	Use of Microsoft Excel
5	System Unit	Chapter 6	Use of Microsoft Excel
6	System Unit	Chapter 6	Lab Exam: Microsoft Excel
7	Database Application	Chapter 3 / Lecture Notes	Use of Microsoft Access
8	Database Application	Chapter 11 / Lecture Notes	Use of Microsoft Access
9	Database Application	Chapter 11 / Lecture Notes	Use of Microsoft Access
10	Input/ Output Devices	Chapter 5	Lab Exam: Microsoft Access
11	Introduction to Programming	Chapter 14	Use of Visual Basic with Microsoft Access
12	Introduction to Programming	Chapter 14 / Lecture Notes	Use of Visual Basic with Microsoft Access
13	Introduction to Programming	Chapter 14/ Lecture Notes	Use of Visual Basic with Microsoft Access
14	Internet & the Web	Chapter 2	Use of Visual Basic with Microsoft Access
15	Internet & the Web	Chapter 2	Lab Exam: Visual Basic with Microsoft Access