



King Fahd University of Petroleum & Minerals
College of Applied and Supporting Studies
Prep Science and Engineering Program
PYP-Computer Science
PYP-002: Preparatory Computer Science
Syllabus – Summer Semester 2017-2018 (163)

Instructor Information

Teacher Name	Ahmad Abdellatif
Email	aabdellatif@kfupm.edu.sa
Room #	Bldg. 58 / Room 1004
Office Hour Teacher	Monday 9:30 – 11:00 Wednesday 9:30 – 11:00

** You can schedule an appointment (other than the office hours) with me by email.

Course Catalog Description:

Introduction to computer systems components, Windows operating systems and its utilities. Hands-on exposure to applications software, Network, Flow Chart, Algorithm, Introduction to Internet tools and technologies, Web Design and development Using HTML.

Pre-requisites: None

Course Objectives:

Course objectives are

1. Students should understand various components of computing systems, recognize the role of computers in society, and demonstrate skills to use computers as tool during their programs of study.
2. Student should have basic knowledge of Web Design using HTML,
3. To develop the basic understanding of Algorithm.
4. The course should help in enhancing English learning of the students

Course Learning Outcomes:

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

1. Explain the fundamental characteristics and applications of computer technology, operating system, network,
2. Flow chart, Algorithm and introduction to basic programming.
3. Use basic and advanced features of word processing (MS Word 2013)
4. Create numeric applications with an electronic spreadsheet program (MS Excel 2013)
5. Create simple Web sites using HTML and CSS basics

Required Material:

- Practical Computer Literacy, Internet and Core Computing Certification, Fourth Edition, Parsons and Oja, Course Technology/CENGAGE Learning, ISBN 10-1-111-53334-2.

Assessment Plan:

Lab work evaluation + Attendance	10 %
3 Quizzes (Multiple choice by Black Board)	15 %
3 Home works (Multiple choice Blackboard-based) Home Work-1----- 30(MSWORD) HomeWork-2-----30(MS Excel) Home Work3-----40	15 % of All Home Works
4 Major Exams Every Major Exam will be of 15 marks.	60 %
Total	100

Tentative Schedule:

Week	Class	Lab Topic	Chapters in Textbook
1	1	Computer Systems, Components and their Functions, Software. Windows Operating System: Microsoft Windows 8; Files management	Chapters 1, 2, 3, 5, 6 and 7
	2	Microsoft Office: Common features, and Word Processing: Microsoft-Word	Exercises
2	3	Word Processing: Microsoft-Word Quiz 1	Exercises
	4	Word Processing: Microsoft-Word Home Work-1	Exercises
3	5	Exam 1 (MS Word) Network	Hands Out
	6	Algorithm flow chart	Chapter 19 20
4	7	Spreadsheet: Microsoft-Excel	Chapter 12, 13,
	8	Spreadsheet: Microsoft-Excel Home Work-2 Quiz2	Chapter 14
5	9	Presentation: Microsoft-PowerPoint Exam 2 (MS Excel)	Chapter 15, 16
	10	Presentation: Microsoft-PowerPoint	Chapter 15, 16
6	11	Safety, Privacy and Security Exam 3 (Mpoes PowerPoint)	Chapters 22
	12	Introduction to HTML Web, Web Design HTML Homework 3	Chap21, Handout
7	13	Quiz 3 Exam 4	Handout

Passing Marks for this Course is **60**

Lab duration is **2 hours**

Missing **THREE** unexcused labs will result in a **DN grade without prior warning.**

Course Policies :

- ***Course Website & Participation:*** Students are required to periodically check the blackboard and download course material as needed. All resources will be posted through the blackboard as well.
- ***Attendance:*** Regular attendance is a university requirement; hence attendance will be checked at the beginning of each lecture and lab. Late arrivals will disrupt the class session. Hence, two late attendances (more than 10 minutes) will be considered as one absence. Missing two or more unexcused labs will result in a **DN grade without prior warning.** To avoid being considered as absent, an official excuse must be shown no later than one week of returning to classes. Every unexcused absence leads to a loss of 0.5% of total grade.
- ***No makeup of homework or exams will be given.***
- ***Re-grading policy:*** If you have a complaint about any of your grades, discuss it with the instructor no later than a week of distributing the grades (except for the final). Only legitimate concerns on grading should be discussed.
- ***Office Hours:*** Students are encouraged to use the office hours to clarify any part of the material that is not clear; however the instructor will only provide hints if it is an assigned task but not solve it.
- ***Academic honesty:*** Students are expected to abide by all the university regulations on academic honesty. Cheating will be reported to the Department Chairman and will be severely penalized. Although collaboration and sharing knowledge is highly encouraged, copying others' work without proper citation, either in part or full, is considered plagiarism. Whenever in doubt, review the university guidelines or consult the instructor.
- **Cheating in whatever form will result in F grade.**
- ***Courtesy:*** Students are expected to be courteous toward the instructor and their classmates throughout the duration of this course. Talking while someone else is speaking will not be tolerated. Furthermore, all cell phones must be turned off during class and exams. In addition, students are expected to be in class on time. More importantly, you are not allowed to leave the class unless it is an urgent matter. To contact your instructor, please use email through KFUPM EMAIL. When necessary to send an email through the university email system, please indicate PYP002-151 in the "Subject" field of your email, e.g. "PYP002-102: Question about Homework 1".