FOUNDATION PROGRAM | MATH & IT UNIT

COURSE SYLLABUS

TERM I 2020/2021

Course Title :	**FOUNDATION COMPUTING I**
Course Code :	**FPTA 100 – Foundation IT for Arabic**
Teaching Load :	**Three (3) hours / week**

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Description:

The aim of this course is to ensure that the learners are equipped with the Computing and IT knowledge and skills necessary to source, communicate, and process information related to higher education. The learners will experience hands on training with various day-to-day software packages such MS Windows, MS Word and MS Excel. The learners will also be exposed to the fundamental concepts related to IT and basic computer operation and file management.

Learning Outcomes:

At the end of the course the student will be able to:

- Define fundamental terms such RAM, ROM, CPU, Input / Output Devices, Kilo-/Megabytes
- Distinguish the features of Windows 7 and MS Word
- Open, Save, and Organize folders, sub-folders, files
- Distinguish the different types of file extensions.
- Apply various features of MS Word: File, Edit, Format, Tools, Table and Insert
- Aware of Omani data protection legislation and consequences of copyright violation.
- Identify the various components of the spreadsheet and explain the basic terms such as cell, address etc.
- Create, open, save, edit worksheets, Insert and manipulate the data, insert new rows and columns, delete and duplicate sheets
- Create various types of charts in MS Excel and apply mathematical functions in MS Excel

DU – Vision:

Dhofar University aspires to occupy a recognized position among the institutions of quality higher education.

DU – Mission:

Dhofar University strives to achieve excellence in teaching, research and community service, in an open learning environment conducive to creativity and innovation and to the acquisition of cutting-edge professional knowledge.

DU - Values:

The core values of Dhofar University are:

1. Academic excellence
2. Individual responsibility
3. Continuous improvement
4. Active citizenship
5. Long-Life learning

□ رؤية البرنامج :

يتطلع البرنامج التأسيسي إلى احتلال مكانة مرموقة بين البرامج التأسيسية في السلطنة من خلال توفير تعليم ذات جودة عالية

□ رسالة البرنامج :

يسعى البرنامج التأسيسي لتزويد الطلبة بتعليم ذات جودة عالية يستند الى معايير المخرجات التعليمة في بيئة تشجع على التميز و التعلم المستمر.

□ قيم البرنامج:

ـ التميز الأكاديمي
ـ تحمل المسؤولية الفردية
ـ تحسين القدرات الذاتية باستمرار
ـ المواطنة الفاعلة
ـ التعلم ال

Learning / Teaching Strategies:

The activities include demonstrations and explanations by the instructor, assignments by students. The practice lab exercises will be provided as part of the continuous learning process which also acts as a self evaluation tool.

Textbooks and References:

Computing Essentials by Timothy J.O'leary and Linda I.O'leary, McGraw-Hill 2006.

Handouts prepared by the IT Unit, FP

Academic Honesty:

Students are expected to complete all work with the highest standard of honesty and integrity. Plagiarism, forgery, cheating or any form of academic misconduct will not be tolerated, any of the above may cause a student's final course grade to be lowered significantly or the student may receive a failing grade, depending on the severity of the offence. Plagiarism is the presentation of the work of another as one's own work. (Refer to DU Catalogue)

Plagiarism:

Plagiarism is a particular form of cheating and you must avoid it at all costs. Any case of plagiarism will be given zero in that section of assessment.

Class Management:

- Students are required to arrive to classes on time
- Use of mobile phones is not allowed during the lecture time. You must, therefore, switch off your mobile phone before you enter the lecture room

Attendance Regulation:

1st warning Hours of absences	2nd warning Hours of absences	Final warning Hours of absences	Withdrawal
3	6	9	10

Students will receive copies of warning letters in their DU email.

Evaluation and Grading:

Quiz	Mid Term I	CA	PR	Final	Final Grade
20 %	30 %	5 %	5 %	40 %	100 %

Continuous Assessment (CA) (10 %):

Classes Present	10-12	13-15	16-19	20-23	24-27	28-31	32-36
Marks	4	5	6	7	8	9	10

Presentation/Home Work/Assignments (PR) (10 %):

Details of PR will be communicated later to the students.

Useful Links / Websites:

http://www.officetutorials.com/

http://www.msoffice-tutorial-training.com/word-tutorials.html

http://www.openicdl.org.za/courses/mod1/index.html

http://en.wikipedia.org/wiki/Information_technology

http://en.wikipedia.org/wiki/Windows_7

Study Plan – Level 1 – IT – Topics to be covered during the Semester

Week (Dates)	Topics To Be Covered	Remarks
Week 1	**Introduction** **Computer Fundamentals:** Login In/Login Out/Switch User/Shutdown	**Practical:** Keyboard skills using typing tutor
Week 2	**Computer Fundamentals:** Data and Information, Computer & Computer system, Characters of computer, Applications of computer **MS Word –** Using Home menu	**Practical: MS Word** A1
Week 3	**Computer Fundamentals:** Block diagram of computer, Input devices, Output devices, Storage devices **MS Word –** Using Insert menu	**Practical: MS Word** A2
Week 4	**Computer Fundamentals:** Question and Answers **MS Word –** Creating Tables	**Practical: MS Word** A3 **QUIZ 10 % (Moodle)**
Week 5	**Windows Operations and File Management:** Customizing the desktop, Change password. **E-mail Concepts & DU SIS**	**Practical: MS Word** A3 continued Change password How to use DU Web mail
Week 6	**Mid-Term Exam Week**	**Mid-Term Exam 30%**
Week 7	**MS Excel** – enter text and numbers, perform basic sheet operations.	**Practical: Excel** A1
Week 8	**MS Excel** – perform cut, copy and paste operations, perform various formatting features using fond and paragraph group.	**Practical: Excel** A2
Week 9	**MS PowerPoint** – Home, Insert, Design menu	**Practical: PowerPoint** A1
Week 10	**MS PowerPoint –** Design, Animation, Slide show menu.	**Practical: PowerPoint** A2
Week 11	**MS Excel & MS PowerPoint –** Revision	**Practical: Revision**
Week 12	**Final Exam**	**Final Exam (40%)**