FOUNDATION PROGRAM | IT UNIT

COURSE SYLLABUS

Fall (TERM I) 2020/2021

Course Title :	**FOUNDATION IT, PROGRAM I**
Course Code :	**FPT 101A – Level 1**
Teaching Load :	**Four (4) hours weekly**

M. Veeraiyan (IT Coordinator)	**Instructors**
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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. 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
- Differentiate system and application software
- Download files
- Use the computer keyboard properly and type effectively using both hands
- 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
- Search information on the internet
- Aware of Omani data protection legislation and consequences of copyright violation

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

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□ 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

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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 (Handouts can be got from the book shop).

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:

Level	1st warning % of absences	2nd warning % of absences	3rd warning % of absences
IT 1 & 2	7 %	14 %	21

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

Evaluation and Grading:

Quiz-1	Mid Term I	Quiz-2	Portfolio / IT MyLab	Final Exam	Final Grade
10 %	30 %	10 %	10 %	40 %	100

Class Participation :

Continuous Assessment is based on Attendance and Punctuality. The breakdown is as follows.

Class Hours Present	< 7	7-8	9-10	11-12	13-14	15-16	17-18	19-20
Marks	0	2	2.5	3	3.5	4	4.5	5

Homework/Assignments :

Details of Assignments will be uploaded in the Moodle with submitted date given. If the students submit the assignment / homework before the dead line will be awarded the assigned grade.

IT MyLab / Portfolio (10 %):

The Assignments and portfolio will be distributed through Pearson's MyLab for IT platform. Students should do their homework / assignment / portfolio through MyLab IT and submit their work through Moodle or MyLab IT.

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

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

Week (Dates)	Topics to be covered	Remarks
Week 1	**Computer Fundamentals: Hardware** Data and Information, Computer & Computer system, Components, Processing Cycle, Characters of computer, Classification of computers, Application areas of computer, Block diagram of computer, Input devices.	**Practical:** Keyboard skills using typing tutor
Week 2	**Computer Fundamentals: Hardware** Central Processing Unit, Memory, Units of information, Output devices, Storage devices and Ports	**Practical:** Keyboard skills using typing tutor. Files and Folders organization, **Exercise 1**: Q1
Week 3	**Computer Fundamentals: Software** Operating System Software, Application Software, Look when buy computer, Ergonomics, Copyright, Privacy, Data protection, Virus, Networks	**Practical:** Keyboard skills using typing tutor Files and Folders organization **Exercise 1**: Question 2 & 3
Week 4	**Windows Operations and File Management:** Customizing the desktop, Types of menus, save documents, Formatting USB's, Change password.	**Practical: Windows** Windows operating system, File extensions, Searching techniques. **Exercise 4** **QUIZ 1 10 %** **(IC³ based Moodle)**
Week 5	**Windows 7** – Windows Explorer, Control Panel, Search files, System utilities. Paint, Calculator, Notepad, Windows Media player.	**Practical: Windows Exercise 2,** Windows System Utilities **Exercise 3**.
Week 6	**Mid-Term Exam Week**	**Mid-Term Exam 30%** **(IC³ based Moodle)**
Week 7	**DU Web Applications** – Accessing DU SIS, Online registration, Online course evaluation, checking grades using DU SIS.**E-mail Concepts & DU SIS**	**Practical: Windows** Using DU SIS. Change password How to use DU Web mail
Week 8	**MS Word** – Introduction, Basic file features, font & paragraph formatting features, Open, Save options and basic terms.	**QUIZ 2 10 %** **(IC³ based Moodle)**
Week 9	**MS Word** – Different level of formatting, header and footer, various insert options, find and replace options, change and resize pictures, borders and shading	**Practical: MS Word** Using Home and Insert tabs **Activity 1,2,3**
Week 10	**MS Word** – tables and table formatting, built-in help functions, print documents with various print options	**Practical: MS Word Activity 4, 5 & 9** Insert tables and Format.
Week 11	**MS Word** – Page Layout tab, page border & shading, display / hide toolbars, spell/grammar check, shortcut keys.	**Practical: MS Word Activity 7 & 8** Insert tabs and Layout tabs **MyLab IT – 10 %**
Week 12	**Reading Time & Final Exam**	**Final Exam (40%)**

Detailed Weekly Study Plan – Level 1 – IT

Weeks	Study Plan
Week 1	Describe the main functional blocks of a computer system and how they work in sequence to process information. • Definition & difference of Data and Information • Definition of computer & computer system • Components of computer • Information Processing Cycle • Characteristics of computer • Compare and contrast different types of computers, including network computers, personal computers, laptops and PDAs. • Application areas of computer • Block diagram of computer • The various functions of input devices such as keyboard and mouse. • Demonstrate basic keyboard skills. Practical: • Keyboard skills using typing tutor
Week 2	Hardware: • Identify and describe the function of different hardware components • CPU (Central Processing Unit), Explain the terms Hertz (incl. MHz, GHz) & Mother board • Types of Memory (RAM & ROM) • Units of Information, Explain the terms bits and bytes (incl. KB, MB, GB, TB). • Common output devices and functions • Common storage devices and functions • Different types of ports Practical: • Keyboard skills using typing tutor • Notepad application to practice keyboard functions • Files and Folder creations and organization
Week 3	Software: • Identify and explain the different types of software • Operating systems software • Application software and programming software. • Install and uninstall software applications. Working with Computers: • Identify the requirements for a computer suitable for purchasing for student usage. • Demonstrate a basic understanding of computer ergonomics (seating, lighting, positioning, ventilation etc.) and explain the common health problems associated with computer usage and ways to avoid them. • Explain the concept of software copyright. • Explain the terms shareware, freeware, end-user license agreement. • Explain the Omani data protection legislation. Practical: • Keyboard skills using typing tutor • Files and Folders organization • **Exercise 1**: Question 2 & 3
Week 4	Basic Computer Operation and File Management: • Logging on and off a computer network. Switching-ON and Shutting-OFF of the computer. • Open, modify, save and close files and application programs.

	• Successfully connect basic peripheral devices (e.g. a printer). • Hierarchical structure of drives, files and folders. • Types of file extensions, menus, Save documents in any permitted location in different formats. • Explain different types of viruses (including worms, Trojans etc.) and clean viruses and worm-infected systems with appropriate software. **Practical:** • Explain Privacy issues, good passwords creation and change password and access rights. • Formatting removable media; usage of USB drives, writing files to CD-R/RW media and backing up of data. • Compress and decompress (zip/unzip) individual files and files in a folder. • Demonstrate searching for files and folders. • Demonstrate the use of built-in help menu.
Week 5	**Windows Operating System:** • Windows Explorer, Control Panel, Search files, System utilities. Paint, Calculator, Notepad, Windows Media player. **Practical:** • Windows System utilities.
Week 6	**Mid-Term Exam Week**
Week 7	**DU Web Applications:** • Accessing DU SIS, Online registration, Online course evaluation, checking grades using DU SIS. • Working with E-mail. **Practical:** • How to use DU-SIS for online registration. • How to change password. • How to use DU Web mail.
Week 8	**Word Processing:** • Recognize, open, modify, navigate, save and close a word application file. • Open and close a new or existing document and switch between multiple documents. • Understand different types of menus in a word processing application. • Identify different text formats, e.g. bold, italic, font type, size and color; cases, subscript, superscript; different types of bullets/numbering etc. • Understand changing the line spacing in a document and aligning text left, center and right justified. • Demonstrate use of the copy/cut/paste functions. • Explain the difference between text, paragraph, and document level formatting. **Practical:** • Documents using Home and Insert tabs
Week 9	**Word Processing:** • Insert automatic page numbers, header/footer, foot/end notes, auto shapes, pictures, symbols, special characters etc. • Use search/replace to find/replace a specific word/phrase in a document. • Move/delete/resize picture/image/chart in a document or between different documents. • Understand the use of borders and shading in a document. • Insert text and/or characters and/or pictures/drawings from various sources. **Practical:** • Documents using Insert tab.
Week 10	**Word Processing:** • Explain the terms associated with a table, e.g.: column, row, cell, and demonstrate table creation, manipulation of cells, data insertion and formatting. • Understand various page set-up options, page orientation, page sizes and setting up of margins.

	• Understand and demonstrate the ability to print documents using various print options, using the default printer and a network printer.
	• Understand various print options and how to print documents after preview.
	• Demonstrate formatting at the character, paragraph and document levels.
	Practical:
	• Documents using Insert tab – Table creation , Design and Layout and print options.
Week 11	Word Processing: • Understand the use of page layout, page borders and shading. • Display/hide toolbars • Demonstrate the ability to convert written text into a formatted electronic document. • Demonstrate use of automatic spell/grammar checking & correction. • Understand some basic short cut keys. • Use built-in help functions. Practical: • Documents using Layout tab.
Week 12	**Reading time and Final Exam**