



FOUNDATION PROGRAM | IT UNIT

COURSE SYLLABUS

FALL (TERM I) - 2020/2021

Course Title : FOUNDATION IT, PROGRAM II

Course Code : FPT 102B – Level 2

Teaching Load : Four (4) hours weekly

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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 the various day-to-day software packages such as MS Excel, MS PowerPoint, and Animation Software. The learners will also be exposed to the concepts and practices related to Internet and its usage in day-to-day life.

Learning Outcomes:

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

- 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
- Sort and filter data
- Create, open and save PowerPoint presentations
- Apply various types of slide layouts and differentiate the master slide from other slides
- Insert pictures and objects in the slides, duplicate slides, use header and footer in slides, automatic numbering for presentation
- Identify the various views of presentation and apply animations
- Create simple movie using Windows Movie Maker and apply different effects and animations
- Create email and manage mails

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 التعليمية في بيئة تشجع على التميز و التعلم المستمر.

□ قيم البرنامج:

- التميز الأكاديمي
- تحمل المسؤولية الفردية
- تحسين القدرات الذاتية باستمرار
- المواطنة الفاعلة
- 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.

Microsoft Word, Excel and PowerPoint by Dorothy House.

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 phone is not allowed during the lecture time. You must, therefore, switch off your mobile phone before you enter the lecture room.

Attendance Regulation:

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

Evaluation and Grading:

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

This 100 % will be converted into 50 %, then 50 % weightage of EXIT score will be added to calculate the final score out of 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.softwaretrainingtutorials.com/excel-2007.php>

<http://www.softwaretrainingtutorials.com/powerpoint-2007.php>

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

http://www.icdlsaudi.org/icdlsaudi_en.nsf/link/home.html

<http://help.yahoo.com/l/us/yahoo/geocities/gmail/gmail-04.html>

Study Plan – Level 2 – IT – Topics to be covered during the Semester

Week (Dates)	Topics To Be Covered	Remarks
Week 1	<p>Network and Mobile devices: Basic network concepts, internet service, types of internet connections, wired connections and wireless connections.</p> <p>Spreadsheets: Introduction to Excel basic terms and basic operations in MS Excel. Identify the main components of Excel. Sheet Operations.</p>	<p>Practical: Microsoft Excel 2016 interface, Sample Excel Excel Activity 1</p>
Week 2	<p>Network and Mobile devices: Mobile devices, operating system.</p> <p>Spreadsheets: Entering data and saving the book work. Introduce different tabs, ribbons. Format cells, change column width and row height, number formatting and clipboard functions.</p>	<p>Practical: Activity 1 (Testing your Internet connection) Activity 2 (Viewing your public address) Excel Activity 2</p>
Week 3	<p>Security and Maintenance: User name and password, describe the risks by virus programs, network connections.</p> <p>Spreadsheets: Formatting features of MS Excel. Basic calculation using arithmetical operations. Simple formulas and built-in functions.</p>	<p>Practical: Activity 1 (Using secure connections) Excel Activity 3 and Activity 4</p>
Week 4	<p>Security and Maintenance: Antivirus software, encryption and decryption, need to backup and restore files.</p> <p>Spreadsheets: Calculations using different types of cell references and its importance.</p>	<p>Practical: Excel Activity 5 (Using cell references) QUIZ-1 10% (IC³based Moodle)</p>
Week 5	<p>Spreadsheets: Calculations using different types of cell references. Creating and formatting Charts and Graphs.</p>	<p>Practical: Excel Activity 5 (continued) and Activity 6</p>
Week 6	Mid Term Exam Week	Mid-Term Exam 30% (Excel Practical using Activity 1 to 6)
Week 7	<p>Spreadsheets: Adding chart elements. Sorting and Filtering the data as required.</p>	<p>Practical: Excel Activity 6 (continued) and Activity 7 (Sorting & Filtering)</p>
Week 8	<p>Looking at Internet – Using Online -Describe the nature of the Internet, differentiate between public and private networks, IP addresses, World Wide Web.</p>	<p>Practical: Activity 1 (Navigating a browser) Accessing DU SIS, Online registration, Online course</p>

	-Use a web browser, work with browser settings, setting home page, browsing history.	evaluation, checking grades using DU SIS.
Week 9	Presentation: – Advanced features of MS PowerPoint - Continued	PowerPoint Activity 1 QUIZ-2 10% (IC³based Moodle)
Week 10	Presentation: – Advanced features of MS PowerPoint - Continued	PowerPoint Activity 2 and Activity 3 MyLab IT – 10 %
Week 11	Exit Exam & Final Exam	Final Exam (40%)

Detailed Weekly Study Plan – Level 2 – IT

Weeks	Study Plan
Week 1	<p>Networks & Mobile Devices:</p> <ul style="list-style-type: none"> • Networks, Types of Computer Networks, Protocol, IP Addresses. • How to get Internet Service, Types of Internet Connections, Wired Connections, Wireless Connections. <p>Spreadsheets: Create good quality spreadsheets and understanding of Spread sheet packages.</p> <ul style="list-style-type: none"> • Recognize, open, modify, navigate, save and close a spread sheet application file. • Identify the main components of a spreadsheet window. • Explain the basic uses of spreadsheets. • Create, Open, Save, and Close spreadsheets. • Use the help system effectively. • Sheet operations. <p>Practical:</p> <ul style="list-style-type: none"> • Microsoft Excel 2016 environment. • Excel interface. • Sample Excel and Activity 1.
Week 2	<p>Networks & Mobile Devices:</p> <ul style="list-style-type: none"> • Mobile Devices, Operating System. • Hardware, Device Drivers. • Activity 1 & 2. <p>Spreadsheets:</p> <ul style="list-style-type: none"> • Identify and use the different menus and toolbars to setup the worksheets. • Demonstrate how to insert, store and manipulate data. • Demonstrate how to handle (Insert, rename, delete, duplicate, move etc.) worksheets. • Demonstrate the formatting of data, cells, rows and columns in a worksheet. • Demonstrate use of the edit (copy/cut/paste etc.) functions. • Number formatting. <p>Practical:</p> <ul style="list-style-type: none"> • Excel Activity 2.
Week 3	<p>Security & Maintenance:</p> <ul style="list-style-type: none"> • User Names and Passwords, Identifying Risks. • Network Connections, Public Compute, Phishing. • Activity 1. <p>Spreadsheets:</p> <ul style="list-style-type: none"> • Generate various formulas using built-in functions and use them appropriately and correctly to solve problems. • Explain usage of formulas and functions in a worksheet. <p>Practical:</p> <ul style="list-style-type: none"> • Excel Activity 3. • Excel Activity 4.
Week 4	<p>Security & Maintenance:</p> <ul style="list-style-type: none"> • Antivirus Software, Firewalls. • Conducting Safe E-Commerce Transactions, Encryption and Decryption, Backup and Restore. <p>Spreadsheets:</p> <ul style="list-style-type: none"> • Understand different types of referencing in MS Excel. • Apply the idea to write formulas. <p>Practical:</p> <ul style="list-style-type: none"> • Excel Activity 5.
Week 5	<p>Spreadsheets:</p> <ul style="list-style-type: none"> • Creating functions using different types of referencing.

	<ul style="list-style-type: none"> • Introduction to Charts and Graphs. • Demonstrates the ability to perform basic analysis of data using graphs and charts. • Explain about various formatting features of charts using tabs. • Create and manipulate different types of charts/graphs on the worksheet data. • Explain generating various charts and graphs. <p>Practical:</p> <ul style="list-style-type: none"> • Excel Activity 5 (continued). • Excel Activity 6.
Week 6	Mid-Term Exam Week
Week 7	<p>Spreadsheets:</p> <ul style="list-style-type: none"> • Charts (continued). • Explain how to sort, link and consolidate spreadsheets. • Demonstrate the understanding of various print options and how to print spreadsheets and charts after appropriate page set-up and pre-view. <p>Practical:</p> <ul style="list-style-type: none"> • Excel Activity 6 (continued). • Excel Activity 7.
Week 8	<p>Looking at Internet – Using Online</p> <ul style="list-style-type: none"> • Introducing the Internet, Packets, Routers, Public/ Private Networks, IP Address, Domain Names, URL, WWW, Web Page, Web Site, Hyperlinks, Web Browser. • Browser Navigation Tools, Browser Windows, Favorites/Bookmarks, Home Page and Start Page, setting a Home Page, Browsing History, Deleting the Browsing History. <p>Practical:</p> <ul style="list-style-type: none"> • Activity 1. <p>Accessing DU SIS, Online registration, Online course evaluation, checking grades using DU. SIS.</p> <p>Electronic Mail:</p> <ul style="list-style-type: none"> • Understand how electronic mail works include in the components of electronic mail message, electronic mail address, and electronic mail options. • Create an e-mail account, read and send electronic mail messages, reply and forward electronic mail message, Use of Cc – Bcc, and manage attachments. • Create a new address list, add, delete, and update a mail address to an address list. • Manage the in box through sorting messages, creating folders and finding message. • Identify the sent items; deleted items, and Junk E-Mail folders. • Identify the security issues with electronic mails. <p>Practical:</p> <ul style="list-style-type: none"> • DU Web mail, changing password for DU webmail, Changing password for computers.
Week 9	<p>Presentation:</p> <ul style="list-style-type: none"> • Recognize, open, modify, navigate, save and close a presentation application file. • Getting started: MS Power point 2016 and environment. • Identify and use different design layouts and presentation view modes. • Identify and use different types of menus in a presentation application. • Explain about Home, Insert, Design menus. • Explain the main formatting features to improve the appearance of the slides. • Demonstrate the use of adding notes, header and footer, updated dates and automatic numbering for the presentation. <p>Practical:</p> <ul style="list-style-type: none"> • Activity 1. • Create a simple PowerPoint presentation. • Use Home, Insert and Design menus.
Week 10	<p>Presentation:</p>

	<ul style="list-style-type: none"> • Demonstrate the ability to insert pictures and objects to enhance the outlook of the presentation. • Use help system effectively. • Demonstrate how to use display/hide toolbars. • Explain Transition, Animation and Color scheme. • Demonstrate the ability to duplicate, move slides within the presentation and between open presentations. • Demonstrate the use of transition and animation effects. • Explain about various Slide show options. • Demonstrate different options in Review and View menus. • Explain the difference between master slide and other slides. • Demonstrate the use of proofing tools to correct the content of the presentation. • Different print options. <p>Practical:</p> <ul style="list-style-type: none"> • Activity 2 & 3. • Use the existing PowerPoint presentation. • Practice Transition, Animation, Slide Show, Review and View menus. • Practice using master slide layout. • Practice to understand different print options for slides.
<p>Week 11</p>	<p>Practical:</p> <ul style="list-style-type: none"> • Worksheet Activities.
<p>Week 12</p>	<p>Exit Exam and Final Exam</p>