



*(Vision for the Future)*

## **CENTRE FOR PREPARATORY STUDIES (CPS)** **(IT Section)**

### **Course Syllabus**

#### **FPT 102B - Foundation Program IT Level 2**

##### **A) University Vision, Mission and Values**

###### **Vision**

Dhofar University aspires to occupy a distinct position among the leading institutions of higher education in the Arab Region.

###### **Mission**

To provide quality teaching and learning, conduct research in an inspiring environment conducive to creativity and innovation, and engage with the community.

###### **Core Values**

- 1) **Excellence** - Our commitment to excellence drives us to do better consistently.
- 2) **Integrity** - We believe in honesty and coherence between our words and actions.
- 3) **Responsibility** - We accept full responsibility for our actions at all the times.
- 4) **Commitment** - We are committed to give our best and deliver what we promise.
- 5) **Transparency** - For us, transparency is the foundation of trust.
- 6) **Adaptability** - We believe adaptability is the key to success in an ever-changing environment.

##### **B) CPS Vision, Mission and Values**

###### **Vision**

The Centre for Preparatory Studies aspires to become one of the leading Centers to provide foundation and other preparatory courses in the Arab region, equipping students to be more competitive in colleges inside and outside Oman.

###### **Mission**

The Centre for Preparatory Studies strives to expose students to rich, engaging curricula using innovative teaching and learning strategies that enable students to tap their learning potential to become autonomous, and long-life learners.

###### **Values**

The core values of the Centre for Preparatory Studies are:

1. Excellence
2. Commitment
3. Discipline
4. Responsibility and Accountability
5. Integrity
6. Life-long Learning

### C) Course Description

FPT 102B IT course is designed to equip students with the computing and IT knowledge and skills necessary to source, communicate, and process information related to higher education. Skills taught include Spreadsheet, Presentation, Internet, WWW and Email concepts. Upon completion, students transit to their respective majors.

### D) Course, Instructor and Section Head Information

#### Course Information

Course Code	FPT 102B
Course Title	Foundation Program IT Level 2
Credit Hours	NA [4 Contact Hours per week]
Pre-requisite	FPT 101A
Co-requisite	NA
Course Category	Lecture / Tutorial / Lab work
Language of Delivery	English

#### Course Section Head, Instructors Information and Course Schedule

Section	Section Head	Level	Day	Time (Hrs.)	Email	Office No.	Office Ext.
IT	Fatima Al Bahar Al Rawas	ALL	Sun-Th	8:00 – 3:00	famalrawas@du.edu.om	212A	7560

#### Instructors and Course Schedule:

Section	Class Room	Days	Time	Instructor Name	Email	Office No.	Office Ext.
1	xxx	xxx	xx:00- xx-00 (R/W)	xxxx	xxx@du.edu.om	xxx	xxx
	xxx	xxx	xx:00- xx-00 (L/S)	xxxx	xxx@du.edu.om	xxx	xxx

### E) Course Learning Outcomes

Course Learning Outcomes		Assessment Tools
<b>Computer Fundamentals</b>		
1	Explain the concept of software copyright, explain the terms end-user license agreement and explain the Omani data protection legislation.	FA/ Midterm/ Summative Quiz/Final
<b>Internet, WWW and Email</b>		
1	Using electronic mails for communicating with other people.	FA/ Summative Quiz/ Final
2	Introduce students to the fundamentals of computer networks, internet and communication systems which assist in providing the students with the tools for searching and accessing information remotely.	FA/ Midterm/ Summative Quiz/ Final
3	Using electronic mails for communicating with other people.	FA/ Summative Quiz/ Final
<b>Spreadsheet</b>		
1	Demonstrate essential skills needed to create, insert, store, manipulate and format data in spreadsheets, and the	FA/ Summative Quiz/ Final

	understanding of spreadsheet packages needed for data processing tasks.	
2	Usage of formulas and using built-in functions in worksheets.	FA/ Summative Quiz/ Final
3	Demonstrates the ability to perform basic analysis of data using sort, filter and charts.	FA/ Summative Quiz/ Final
<b>Presentation</b>		
1	Understanding presentation packages, using different design layouts and presentation view modes, demonstrating the essential skills that they need to create professional presentations.	FA/ Summative Quiz/ Mid

#### **F) Program Learning Outcomes (PLOs):**

1	Identify and understand the main components and functions of computer system and file management.
2	Demonstrate how to use basic computer operations and file management skills.
3	Recognize and understand the key terms of basic modules of Microsoft applications.
4	Apply hands on practice with basic modules of Microsoft applications.
5	Identify and understand network and Internet fundamentals.
6	Apply hands on practice on different communication tools of Internet fundamentals.
<b>PLOs covered in the course:</b>	
<b>2, 3, 4, 5 and 6</b>	

#### **G) Graduate Attributes (GAs)**

1	Master theoretical knowledge and practical skills in the student's chosen discipline commensurate with program level and objectives	
2	Demonstrate capacity for effective communication, critical thinking, creativity and innovation	
3	Exhibit honesty, discipline and accountability	
4	Practice tolerance, humility, respect for differences and commitment to service	
5	Practice life-long learning	
GAs covered in the course:		1, 2, 3, 4, and 5

#### **H) Sustainable Development Goals (SDGs) Covered in the Course (If Any)**

No.	Sustainable Development Goals	Course book/Unit/Lesson/Topic
SDG 4	Quality Education	All Lessons

### I) Additional Reading Materials, References and Resources

Textbook	In-house materials (IT Course Book for Level 2) CPS Dhofar University
Reference Books	IC3
Handouts	Course Handout & Activities Level 2, CPS Dhofar University
Useful Websites	web3school.com
Software(s)	MS-Excel, MS-PowerPoint
Other Resources	PPT, NSS & OneDrive
e-learning Resources	Moodle, You Tube

### J) Teaching/ Learning Strategies and Use of Technology.

The course is theory and practical module. The lecture would include tutorials; homework; assignments; in-class participation; and short quizzes. Students need to refer to the textbooks and/or internet sites together with the handouts to update their knowledge and cope up with the assignments and other assessments. Regular class attendance is important and will be monitored. Students are expected to develop their skills for at least 4 hours a week.

### K) Research Teaching Nexus: NA

### L) Weekly Course Content Outline (Refer to Weekly planner for further details)

Teaching Week	Dates	Topics/Activities to be Covered
Week - 1		Placement Tests / Registration
Week - 2		Lesson 1 Network and Mobile devices
Week - 3		Lesson 6 MS PowerPoint - Test your Skills
Week - 4		Lesson 2 Looking at Internet – Quiz 1
Week - 5		Lesson 6 MS PowerPoint - Activity 1
Week - 6		Lesson 6 MS PowerPoint - Activity 2 – Quiz 2
Week - 7		Midterm Exam
Week - 8		Lesson 3 Security and Maintenance
Week - 9		Lesson 5 MS Excel – Activity 1, 2, 3 – Quiz 3
Week - 10		Lesson 4 Digital Communication and E-mail
Week - 11		Lesson 5 MS Excel - Activity 4, 5, 6, 7 – Quiz 4
Week - 12		Final Exam
FINAL EXAMS		Final exams <b>23 Feb - 27 Feb 2025</b>

## M) Assessment Methods and Schedule

Assessment Tools	Grade Proportion	Week/Dates
Formative Quiz 1	5%	Week 4
Formative Quiz 2	5%	Week 6
Midterm exam	30%	Week 7
Formative Quiz 3	5%	Week 9
Formative Quiz 4	5%	Week 11
Practical Assignment	10%	Ongoing
Final exam	40%	Week 12
General Study Skills	Embedded	Ongoing
Course Work %	50%	
Exit Exam %	50%	
Cumulative Total	100%	

## N) Important Information for Students

### 1) University Academic Integrity Policy

The university requires its students to adhere to the academic integrity policy and avoid indulgences in the acts of cheating, collusion or plagiarism during examinations or continuous assessment. Any act of academic misconduct will invite sanctions as per DU policy.

(Please refer to DU Student Handbook and Academic Integrity Policy for detailed guidelines.)

### 2) Class Attendance Rules

Attendance of all classes and course-related activities is obligatory. The maximum absences allowed for a student is 25% of the total number of classes on a particular course. Before reaching the withdrawal stage, LOGSIS warns the students by way of three warnings sent to their DU email account by DAR. This email messages to students are formal communication of the university with its students so students are strongly advised to access their DU email accounts on daily basis to track their absences, along other important things, to respond appropriately when needed.

### 3) The warnings of absences are as follows:

- **First warning:** this is when a student's absence reaches **07%** of the total number of classes on a particular course.
- **Second warning:** this is when a student's absence reaches **14%** of the total number of classes on a particular course.
- **Final warning:** this is when a student's absences reach **21%** of the total number of classes on a particular course.

If the absence crosses **25%**, the student will be dismissed from the course and a "WA" will be shown in his/her transcript against the dismissed course and dismissal letter will be sent to his DU email account.

### 4) Withdrawal from course:

A student may **get** withdrawn from one or more courses after the Drop/Add period until **week – 5** subject to the following conditions:

- a) A student who withdraws from a course will receive a grade of "W" for that course
- b) A student who is withdrawn from a course for excessive absences (more than 25%) will receive a grade of "WA" for that course.

#### **5) End of Term Evaluation by Students**

All students are required to complete “Online Evaluation” of Course, Graduate Attributes and Course Instructor at the end of the **term**. The specific dates for evaluation shall be announced by the course instructor in the class. It is mandatory for the students to complete this online evaluation, without which their final grades shall not be announced.

#### **6) Missing Exams:**

- Make-up exams shall be conducted only once. In case of final examination, it will be conducted within two weeks of the beginning of the following semester. In case of mid-term examination, it will be conducted within two weeks of the scheduled mid-term exams.
- If you miss a midterm make-up exam, you will be given a percentage of marks that you achieved in the final exam as a midterm score.
- The following excuses are acceptable upon the recommendations from the instructor/coordinator and approval from the CPS council:
  - 1) Medical certificate from a government hospital or clinic
  - 2) Family situation, authorized by DU Students’ Affairs Department duly supported by documentary evidence or Wali’s Office.

#### **O)Additional information, if any**

- NA