FOUNDATION PROGRAM | IT UNIT

COURSE SYLLABUS

TERM I 2016/2017

Course Title : **FOUNDATION COMPUTING I**

Course Code : **FPT 101A – Level 1**

Teaching Load : **Three (3) hours weekly**

M. Veeraiyan (**IT Coordinator**) Email : veeraiyan@du.edu.om Tel : 23237150, Ext. 7150 Office : 206 A	**Instructors** Mr. Ashraf[ashrafa@du.edu.om]; Office : 208 A Mrs. Bhagyalatha[latha@du.edu.om]; Office : 209 A Mr. Adnan Mabrouk[abitmabrouk@du.edu.om]; 210 A Mrs. Anita Venugopal[anita@du.edu.om] ; 212 A Mr. Waqas khan [wjkhan@du.edu.om] ; 212 A

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

▫ 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:

- 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.

Handouts prepared by the IT unit (It 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 Hours of absences	2nd warning Hours of absences	Final warning Hours of absences
IT 1 & 2	3	6	9

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

Evaluation and Grading:

Mid Term I	Final Exam	CA & PR	Final Grade
30 %	50 %	20 %	100 %

Continuous Assessment (CA) (10 %):

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

Classes Present	***10-12***	***13-15***	***16-19***	***20-23***	***24-27***	***28-31***	***32-35***	***36-39***
Marks	2	4	5	6	7	8	9	10

Presentation/HomeWork/Assignments (PR) (10 %):

Details of PR will be as follows.

Component	**Due Date**	**Marks**
DU Webmail Access	24/11/2016	2
Changing password for DU Webmail	24/11/2016	2
Accessing DU SIS- Online registration and Online Course evaluation	24/11/2016	6

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 (07/09/16 – 08/09/16)	**IT Concepts** – Introduction .Key board skills	Orientation and Introduction
Week 2 (18/09/16 – 22/09/16)	**IT Concepts** – Input devices, CPU, Memory, Output devices. Key board skills	
Week 3 (25/09/16 – 29/09/16)	**IT Concepts** – Memory, Output devices, keyboard skills	
Week 4 (02/10/16 – 06/10/16)	**IT Concepts** – Input devices, CPU, Memory, Output devices. Key board skills	
Week 5 (09/10/16 – 13/10/16)	**IT Concepts**- Storage devices, Operating software and Application software, Ergonomics Key board skills	
Week 6 (16/10/16 – 20/10/16)	**Windows 7** – Introduction. Customizing the desktop .Creating folders and files	
Week 7 (23/10/16 – 27/10/16)	**Mid-Term Exam Week**	**Mid-Term Exam 30% (24/10/16)**
Week 8 (30/10/16 – 03/11/16)	**Windows 7** – Windows Explorer, Control Panel, Search files, System utilities. Paint, Calculator, Notepad, Windows Media player.	
Week 9 (06/11/16 – 10/11/16)	**MS Word** – Introduction, Basic features. & Advanced features.	
Week 10 (13/11/16 – 17/11/16)	**MS Word** – Advanced features & Tables.	
Week 11 (20/11/16 – 24/11/16)	**DU Web Applications** – Accessing DU SIS, Online registration, Online course evaluation, Checking grades using DU SIS.	**PR** – 10 Marks [24/11/2016]
Week 12 (27/11/16 – 01/12/16)	**Introduction to Internet** – Email, Surfing the net, Searching for information, Educational websites.	
Week 13 (04/12/16 – 08/12/16)	**Reading Time & Final Exam**	**Final Exam** (50%)**[05&06 /12/16]**