



FOUNDATION PROGRAM | IT UNIT

COURSE SYLLABUS

TERM I - 2016/2017

<u>Course Title</u>	:	FOUNDATION COMPUTING II
<u>Course Code</u>	:	FPT 102B – Level 2
<u>Teaching Load</u>	:	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 Ms. Najla AL Ojaily [nalojaili@du.edu.om] ; 207 A Mrs. Anita Venugopal[anita@du.edu.om] ; 212 A
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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.

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 Hours of absences	2 nd warning Hours of absences	Final warning Hours of absences
IT 1 & 2	3	6	9

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	<i>10-12</i>	<i>13-15</i>	<i>16-19</i>	<i>20-23</i>	<i>24-27</i>	<i>28-31</i>	<i>32-35</i>	<i>36-39</i>
Marks	2	4	5	6	7	8	9	10

Presentation (PR)/Homework/Assignment (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.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 (07/09/16 – 08/09/16)	MS Excel – Introduction to Excel basic terms and basic operations in MS Excel.	Orientation and Introduction
Week 2 (18/09/16 – 22/09/16)	MS Excel – Introduction to Excel basic terms and basic operations in MS Excel. Basic Excel. Entering data and saving the book work	
Week 3 (25/09/16 – 29/09/16)	MS Excel – Basic Calculation. Formatting features of MS Excel	
Week 4 (02/10/16 – 06/10/16)	MS Excel – Arithmetical Operations.	
Week 5 (09/10/16 – 13/10/16)	MS Excel – Different types of referencing	
Week 6 (16/10/16 – 20/10/16)	MS Excel – Charts and Graphs	
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)	MS PowerPoint - Introduction to Basic Concepts and terms.	
Week 9 (06/11/16 – 10/11/16)	MS PowerPoint – Introduction to Advanced features of MS PowerPoint	
Week 10 (13/11/16 – 17/11/16)	MS PowerPoint – Advanced features of MS PowerPoint - Continued	
Week 11 (20/11/16 – 24/11/16)	DU Web Applications – Accessing DU SIS, Online registration, Online course evaluation, Checking grades using DU SIS. DU Webmail, Changing password for DU webmail, Changing password for computers	
Week 12 (27/11/16 – 01/12/16)	Windows Movie Maker – Introduction to animations and creating animations and banners.	PR – 10 Marks [24/11/2016]
Week 13 (04/12/16 – 08/12/16)	Reading period and Final Exams	Final Exam(50%) [05&06 /12/16]