CENTRE FOR PREPARATORY STUDIES (CPS)
(IT Section)

Course Syllabus

FPTC 101A - Foundation Program - IT for CS

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

FPTC 101A 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 Computer Fundamentals, Basic Computer Operation, File Management and Word Processing. Upon completion, students proceed to IT Level 1 course *FPTC 102B*.

D) Course, Instructor and Section Head Information

Course Information

Course Code	FPTC 101A
Course Title	Foundation Program - IT for CS
Credit Hours	NA [2 Contact Hours per week]
Pre-requisite	Placement Test
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	xxxx	xxx@du.edu.om	xxx	xxx

E) Course Learning Outcomes

Course Learning Outcomes		Assessment Tools
Computer Fundamentals		
1	Demonstrate basic keyboard skills.	FA/ Summative Quiz
Basic Computer Operation and File Management		
1	Demonstrate proper switching-on and shutting-off of the computer. Open, modify, save and close files and application programs.	FA/ Summative Quiz
2	Demonstrate searching for files and folders.	FA/ Summative Quiz
Word Processing		
1	Recognize, open, modify, navigate, save and close a word application file.	FA/ Summative Quiz/ Mid
2	Understand different types of menus in a word processing application. Understand Font , Paragraph group in Home tab.	FA/ Summative Quiz/ Final
3	Demonstrate use of the copy/cut/paste functions.	FA/ Summative Quiz/ Final

F) Program Learning Outcomes (PLOs): Refer to Scope and Sequence Document

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.
PLOs covered in the course:	**2, 4 and 6**

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
SDG 3	Good Health and Wellbeing	Lesson 2 keyboard skills (Ergonomics)

I) Additional Reading Materials, References and Resources

Textbook	In-house materials (IT Course Book for CS) CPS Dhofar University
Reference Books	IC3
Handouts	Course Handout & Activities, CPS Dhofar University
Useful Websites	web3school.com
Software(s)	MS-Word, Outlook
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 2 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 DU Web Applications & Email
Week - 3		Lesson 1 DU Web Applications & Email + Typing
Week - 4		Lesson 2 Keyboard Skills + Typing
Week - 5		Lesson 3 – File Management + One Drive
Week - 6		Lesson 3 – File Management + One Drive
Week - 7		Midterm Exam
Week - 8		Lesson 4 – MS-Word Activity 1
Week - 9		Lesson 4 – MS-Word Activity 2 + 3
Week - 10		Lesson 4 – MS-Word Activity 4
Week - 11		Lesson 4 – MS-Word Activity 5
Week - 12		Final Exam
FINAL EXAMS		**Final exams**

M) Assessment Methods and Schedule

Assessment Tools	Grade Proportion	Week/Dates
Email, Typing & File Management	15%	Ongoing
MS Word Activities	15%	Ongoing
Attendance	10%	Ongoing
Midterm Exam	20%	Week 7
Final exam	40%	Week 12
General Study Skills	Embedded	Ongoing
Course Work Total	**100%**	
Minimum Passing Marks	**50%**	

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 Sunday **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 students miss a midterm make-up exam, they will be given a percentage of marks that they 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

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