



(Vision for the Future)

FOUNDATION PROGRAM

Course Syllabus

FPT 101 A; FP IT LEVEL 1

Fall - 2023-2024 (Term 1)

(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

The core values of Dhofar University are:

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

(B) FP Vision and Mission

Vision

Foundation Program aspires to become one of the leading GFPs in the Arab region, equipping students to be more competitive in colleges inside and outside Oman.

Mission

To expose students to rich, engaging curricula using innovative teaching and learning strategies that enable students to tap their learning potential to become autonomous, life-long learners.

C) Course/ Instructor/ Coordinator Information

Course Code : FPT 101 A
 Course Title : FP IT Level 1
 Credit Hours : 4 Teaching Hours per week
 Pre-requisite : Pre-Level
 Co-requisite : NA
 Delivery Mode : Lecture/Tutorial/Lab

Course Schedule (For all sections):

Section	Class Room	Days	Time	Instructor Name	Email	Office Room	Office Telephone
1		2 (ST/MW)					
2		2 (ST/MW)					
3		2 (ST/MW)					
4		2 (ST/MW)					
5		2 (ST/MW)					

[For multiple section courses only]

Course Coordinator : Fatima Al Rawas
 Email : famalrawas@du.edu.om
 Office Extension : 7160
 Office Room : 212A

(D) 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 Computer Fundamentals, Basic Computer Operation, File Management and Word Processing. Upon completion, students proceed to IT Level2 course.

(E) Course Learning Outcomes:

Course Learning Outcomes		Assessment Tools
Computer Fundamentals		
1	Understand the make-up of personal computer system in terms of hardware, software, data storage and memory.	FA/ Summative Quiz/ Midterm
Basic Computer Operation and File Management		
1	Understand and be familiar with the basic principles of operation of a personal computer system	FA/ Summative Quiz/ Midterm

2	Demonstrate basic principles of file management using a computer.	FA/ Midterm/ Summative Quiz
Word Processing		
1	Demonstrate essential skills needed to create good quality documentation. Understanding Home tab.	FA/ Summative Quiz/ Mid
2	Understand terms associated with table and demonstrate table creation, manipulation of cells, data insertion and formatting. Understand Insert & Design tabs.	FA/ Summative Quiz/ Final
3	Demonstrate the ability to print documents using various print options, using the default printer and a network printer.	FA/ Summative Quiz/ Final
Internet, WWW and Email		
1	Identify how computers are used in different areas of work, school and home.	FA/ Summative Quiz/ Mid

(F) Program Learning Outcomes

GFP LOS Scope & Sequence (IT)

LEVEL 1		
S. No.	OAS LO	FP LO
1	1 Computer Fundamentals Students are required to understand the make-up of personal computer system in terms of hardware, software, data storage and memory. (a, b, c, d)	a) Describe the main functional blocks of a computer system and how they work in sequence to process information.
		b) Hardware: Identify and describe the function of different hardware components such as CPU, storage system, types of memories like RAM, ROM etc. and common input and output devices, compare and contrast different types of computers, including network computers, personal computers, laptops and PDAs, explain the terms (incl. MHz, GHz) and byte (incl. KB, MB, GB, TB).
		c) Software: Identify and explain the difference types of software: operating system, application software and programming software.
		d) Working with computers: Identify how computers are used in different areas of work, school and home. Identify the requirements for a computer suitable for purchasing for student usage and explain the terms shareware, freeware.
2	2 Basic Computer Operation and File Management	c) Successfully connect basic peripheral devices (e.g. a printer).

	<p>Students are required to understand and be familiar with the basic principles of operation of a personal computer system and with basic principles of file management using a computer. (c, d, e, i, j, l)</p>	<p>d) Understand the hierarchical structure of drives, files and folders.</p> <p>e) Understand the meaning and types of file extensions.</p> <p>i) Explain Privacy issues, good passwords and access rights.</p> <p>j) Demonstrate formatting of floppy disks and removable media; usage of USB drives, writing files to CD-R/RW media.</p> <p>l) Demonstrate how to compress and decompress (zip/unzip) individual files and files in a folder.</p>
<p>3</p>	<p>3 Word Processing</p> <p>The general objective of this component is to equip students with the essential skills that they need to create good quality documentation during their studies. (c, d, e, g, i, j, k, l, m, n, p, r, s, u, v, w)</p>	<p>c) Understand various page set-up options, page orientation, page sizes and setting up of margins.</p> <p>d) Understand the use of page layout, page borders and shading.</p> <p>e) Display/hide toolbars.</p> <p>g) Explain the difference between text, paragraph, and document level formatting.</p> <p>i) Understand changing the line spacing in a document and aligning text left, center and right justified.</p> <p>j) Insert automatic page numbers, header/footer, foot/end notes, auto shapes, pictures, symbols, special characters etc.</p> <p>k) Use search/replace to find/replace a specific word/phrase in a document.</p> <p>l) Move/delete/resize picture/image/chart in a document or between different documents.</p> <p>m) Understand the use of borders and shading in a document.</p> <p>n) Demonstrate use of automatic spell/grammar checking & correction.</p> <p>p) Understand various print options and how to print documents after preview.</p> <p>r) Demonstrate the ability to convert written text into a formatted electronic document.</p> <p>s) Insert text and/or characters and/or pictures/drawings from various sources</p>

		u) Explain the terms associated with a table, e.g.: column, row, cell, and demonstrate table creation, manipulation of cells, data insertion and formatting.
		v) Use built-in help functions.
		w) Understand and demonstrate the ability to print documents using various print options, using the default printer and a network printer.
4	6 Internet, WWW and Email The general objective of this component is to introduce students to the fundamentals of computer networks. (d)	d) Identify how computers are used in different areas of work, school and home.

Program Learning Outcomes covered in the course: Outcomes specified under Level 1

(G) Graduate Attributes

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

Graduate attributes covered in the course: 1, 2, 3, 4 & 5

(H) Teaching Materials & Additional References and Resources

Textbook	IT Course Book for Level 1, FP Dhofar University
Reference Books	IC3
Handouts	Course Handout & Activities Level 1:, FP Dhofar University
Useful Websites	web3school
Software(s)	MS-Word
Other Resources	PPT, NSS & OneDrive
e-learning Resources	Moodle, You Tube

(I) 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 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.

(J) Research Teaching Nexus: NA**(K) Weekly Course Content Outline: Refer to Level-2 study plans for specific details.**

Week No.	Topics/Activities to be Covered
1	Placement Tests/Registration
2	Lesson 1 Operating Systems
3	Lesson 1 Operating Systems
4	Lesson 5 MS Word – Part 1
5	Lesson 5 MS Word – Part 1
6	Lesson 2 File Management
7	Midterm Exams
8	Lesson 3 Hardware – Part 1
9	Lesson 6 MS Word – Part 2
10	Lesson 6 MS Word – Part 2
11	Lesson 4 Hardware – Part 2
12	Final Exams

(L) Assessment Tools and Schedule

Assessment Tools	Grade Proportion	Week/Dates
Formative Quiz	10%	Ongoing
Portfolio	5%	Ongoing
Research Report (Written & Presentation)/Assignment	5%	Ongoing
Midterm exam	30%	7 th week

Summative Quiz	10%	8 th / 9 th week
Final exam	40%	12 th Week
Course Work Total	100%	

(M) Important Information for Students

1) University Academic Integrity Policy

The university requires its student 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 of 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 is a 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:

- a) **First warning:** this is when a student's absence reaches **10%** of the total number of classes of a particular course.
- b) **Second warning:** this is when a student's absence reaches **20%** of the total number of classes of a particular course.
- c) **Final warning:** this is when a student's absences reach **25%** of the total number of classes of 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 withdraw from one or more courses after the Drop and Add period subject to the following conditions:

- a) Student cannot withdraw or be withdrawn from a course after the announced deadline. Student who withdraws from a course will receive a grade of "W."
- b) Student cannot withdraw or be forced to withdraw from a course if this results in his/ her being registered for less than 12 credits without the approval of the College Council.

Students who withdraw from a course are given a grade of "W", but those whose absence exceeds 25% will receive a grade of "WA".

5) End-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) Additional information, if any

For the benefits of the group, all students are asked to participate actively in all aspects of the course. Those wishing to succeed must:

- Arrive on time and attend all classes.
- Complete all work on assigned dates.
- Complete all writing assignments on assigned dates.
- Take part in oral discussion and make presentations as assigned.
- Participate in class on a regular basis.

Never miss quizzes, tests, presentations and other alternative assessments as they prepare you for your midterms and also finals