



(Vision for the Future)

FOUNDATION PROGRAM

Course Syllabus

FPT 102 B; FP IT LEVEL 2

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 102 B
Course Title : FP IT Level 2
Credit Hours : 4 Teaching Hours per week
Pre-requisite : FPT 101 A
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
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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 Spreadsheet, Presentation, Internet, WWW and Email concepts. Upon completion, students transit to their respective majors.

(E) Course Learning Outcomes:

Course Learning Outcomes		Assessment Tools
Computer Fundamentals		
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
Internet, WWW and Email		
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
Spreadsheet		
1	Demonstrate essential skills needed to create, insert, store, manipulate and format data in spreadsheets, and the understanding of spreadsheet packages needed for data processing tasks.	FA/ Summative Quiz/ Final
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
Presentation		
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

GFP LOS Scope & Sequence (IT)

LEVEL 2		
S. No.	OAS LO	FP LO
1	1 Computer Fundamentals Students are required to understand how information networks are used within computing and be aware of the uses of computer-based software applications in everyday life. (d)	d) Working with computers: Explain the concept of software copyright, explain the terms end-user license agreement and explain the Omani data protection legislation.
2	2 Basic Computer Operation and File Management Students are required to understand and be familiar with the basic principles of operation of a personal computer system. (h, j, k, m, o)	h) Explain different types of viruses (including worms, trojans etc.) and clean viruses and worm-infected systems with appropriate software. j) Backing up of data. k) Demonstrate logging on and off a computer network. m) Demonstrate good password creation practice. o) Demonstrate the use of built-in help menu.
3	4 Spreadsheets The general objectives of this component are to equip students with	a) Recognize, open, modify, navigate, save and close a spreadsheet application file. b) Identify the main components of a spreadsheet window.

	<p>the essential skills that they need to create good quality spreadsheets during their studies, and the understanding of Spreadsheet packages so that they can utilize it for data processing tasks during their studies and in future. (a-r)</p>	<p>c) Explain the basic uses of spreadsheets.</p> <p>d) Create, open, save, and close spreadsheets.</p> <p>e) Use the help system effectively.</p> <p>f) Identify and use the different menus and toolbars to set up the worksheets.</p> <p>g) Demonstrate how to insert, store and manipulate data.</p> <p>h) Demonstrate how to handle (Insert, rename, delete, duplicate, move etc.) worksheets.</p> <p>i) Generate various formulas using built-in functions and use them appropriately and correctly to solve problems.</p> <p>j) Demonstrate the formatting of data, cells, rows and columns in a worksheet.</p> <p>k) Create and manipulate different types of charts/graphs on the worksheet data.</p> <p>l) Explain usage of formulas and functions in a worksheet.</p> <p>m) Explain generating various charts and graphs.</p> <p>n) Explain how to sort, link and consolidate spreadsheets.</p> <p>o) Demonstrate the understanding of various print options and how to print spreadsheets and charts after appropriate page set-up and pre-view.</p> <p>p) Demonstrate use of the edit (copy/cut/paste etc.) functions.</p> <p>q) Demonstrates the ability to reproduce a hand written table as an electronic spreadsheet.</p> <p>r) Demonstrates the ability to perform basic analysis of data using graphs and charts.</p>
4	<p>5 Presentation</p> <p>The general objectives of this component are to equip students with the essential skills that they need to create professional presentations during their studies and an understanding of presentation packages so that they can utilize them for presenting information in an effective manner during their studies and in the future. (a-n)</p>	<p>a) Recognize, open, modify, navigate, save and close a presentation application file.</p> <p>b) Identify and use different design layouts and presentation view modes.</p> <p>c) Use help system effectively.</p> <p>d) Demonstrate how to use display/hide toolbars.</p> <p>e) Identify and use different types of menus in a presentation application.</p> <p>f) Explain the difference between master slide and other slides.</p> <p>g) Explain Animation and color scheme.</p> <p>h) Explain the main formatting features to improve the appearance of the slides.</p> <p>i) Demonstrate the ability to use various print options to print the presentation slides.</p>

		j) Demonstrate the ability to insert pictures and objects to enhance the outlook of the presentation.
		k) Demonstrate the use of adding notes, header and footer, updated dates and automatic numbering for the presentation.
		l) Demonstrate the ability to duplicate, move slides within the presentation and between open presentations.
		m) Demonstrate the use of transition and animation effects.
		n) Demonstrate the use of proofing tools to correct the content of the presentation.
5	<p>6 Internet, WWW and Email</p> <p>The general objective of this component is to introduce students to the fundamentals of computer networks and communication systems which assist in providing the students with the tools for searching and accessing information remotely and using electronic mails for communicating with other people.</p> <p>(a, b, c)</p>	<p>a) Network and internet fundamentals: Identify network fundamentals, types and the benefits and risk of network computing, understand the history and jargon associated with the internet.</p> <p>b) Browsing the internet: Identify the purpose of a browser in accessing information on the world wide web (WWW) and navigate the web, understand how to deal with web browser tools such as: book mark, display and hide built-in toolbars, deleting browsing history and print web pages, be able to search the Internet for information using search engine such as: Google etc.</p> <p>c) Electronic mail: Understand how electronic mail works including the components of electronic mail, identify the security issues with electronic mails, identify risks to personal and organizational data, understand the protected web sites, use of digital certificates, encryption – decryption, uses of firewall and how to get protected from hackers etc., describe the effect of IT on our lives and on society generally.</p>

Program Learning Outcomes covered in the course: Outcomes specified under Level 2

(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 2:, FP Dhofar University
Useful Websites	web3school
Software(s)	MS-Excel, MS-PowerPoint
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 Network and Mobile devices
3	Lesson 6 MS PowerPoint - Test your Skills
4	Lesson 6 MS PowerPoint - Activity 1
5	Lesson 6 MS PowerPoint - Activity 2
6	Lesson 2 Looking at Internet
7	Midterm Exams
8	Lesson 3 Security and Maintenance
9	Lesson 5 MS Excel – Activity 1, 2, 3
10	Lesson 5 MS Excel - Activity 4, 5, 6
11	Lesson 5 MS Excel - Activity 7 Lesson 4 Digital Communication and E-mail
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%	
Course work %	50%	
Exit Exam %	50%	
Cumulative 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