



(Vision for the Future)

FOUNDATION PROGRAM

Course Syllabus

FPT 100; FP IT PRE-LEVEL

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 100
 Course Title : FP IT Pre-Level
 Credit Hours : 2 Teaching Hours per week
 Pre-requisite : Placement Test
 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		1 (ST/MW)					
2		1 (ST/MW)					
3		1 (ST/MW)					
4		1 (ST/MW)					
5		1 (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 Level1 course.

(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

(Not necessary for University or College requirement courses)

GFP LOS Scope & Sequence (IT)

PRE-LEVEL		
S. No.	OAS LO	FP LO
1	1 Computer Fundamentals Students are required to understand the make-up of personal computer system. (d)	d) Working with computers: Demonstrate basic keyboard skills, demonstrate a basic understanding of computer ergonomics.
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 and with basic principles of file management using a computer. (a, b, f, g, n)	a) Understand and demonstrate proper switching-on and shutting-off of the computer. b) Open, modify, save and close files and application programs. f) Understand the different types of menus. g) Save documents in any permitted location in different formats. n) Create files and folders. Demonstrate searching for files and folders.
3	3 Word Processing The general objective of this component is to equip students with	a) Recognize, open, modify, navigate, save and close a word application file. b) Open and close a new or existing document and switch between multiple documents.

	the essential skills that they need to create good quality documentation. (a, b, f, h, o, q, t)	f) Understand different types of menus in a word processing application.
		h) Identify different text formats, e.g. bold, italic, font type, size, color, cases, subscript, superscript; different types of bullets/numbering etc.
		o) Understand some basic short cut keys.
		q) Demonstrate formatting at the character, paragraph and document levels.
		t) Demonstrate use of the copy/cut/paste functions.

Program Learning Outcomes covered in the course: Outcomes specified under Pre-Level

(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 Pre-Level, FP Dhofar University
Reference Books	[NA]
Handouts	Course Handout & Activities Pre-Level, FP Dhofar University
Useful Websites	web3school
Software(s)	MS-Word
Other Resources	PPT, NSS & OneDrive
e-learning Resources	Moodle, TypingClub.com/Mavis Bacon

(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 2 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 Computer Fundamentals
3	Lesson 1 Computer Fundamentals
4	Lesson 2 Basic Computer Operation and File Management
5	Lesson 2 Basic Computer Operation and File Management
6	Lesson 3 MS Word - Introduction
7	Midterm Exams
8	Lesson 3 MS Word - Introduction
9	Lesson 3 MS Word - Introduction
10	Lesson 3 MS Word - Introduction
11	Lesson 3 MS Word - Introduction
12	Final Exams

(L) Assessment Tools and Schedule

Assessment Tools	Grade Proportion	Week/Dates
Formative Quiz/Internal Assessment	10%	Ongoing
Portfolio	10%	Ongoing
Assignment	10%	Ongoing
Midterm exam	20%	7 th week
Summative Quiz/ Internal Assessment	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