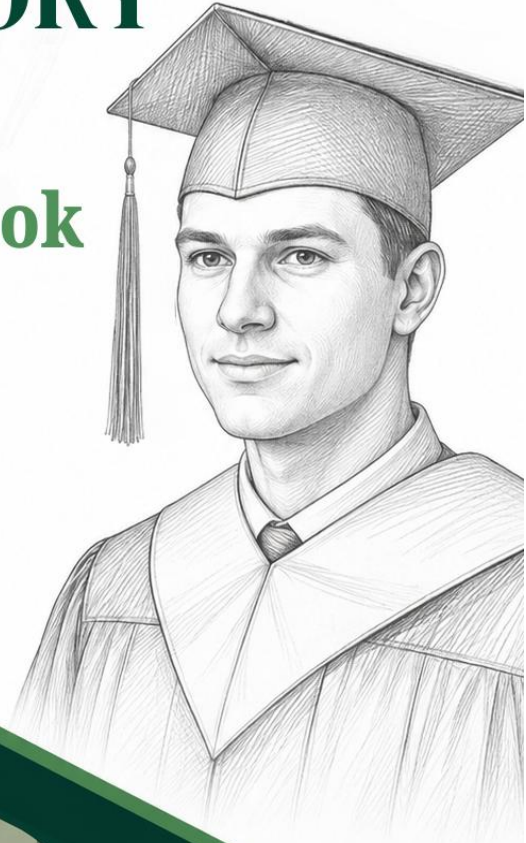




CENTRE FOR PREPARATORY STUDIES

Student Handbook



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Gateway to Academic Success

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Director's Welcome

Dear Students,

Welcome to the Centre for Preparatory Studies (CPS) at Dhofar University (DU) - your Gateway to Academic Success.

You have taken the right step forward by choosing to further your studies at Dhofar University (DU). By joining us, you are now not only part of the first accredited university in Oman but also part of our Foundation Program (FP) that boasts six solid commendations given by OAAAQA in their audit report in the areas of teaching and learning, exam security, academic student support, student induction, etc.

As you begin this crucial journey toward higher education, you are joining a dynamic academic community dedicated to helping you reach your full potential. Our FP and other preparatory courses are thoughtfully designed to equip you with the essential skills and knowledge needed to excel in your university studies and beyond.

At the CPS, we are committed to providing you with a rich and engaging curriculum that not only prepares you for your chosen academic paths but also inspires a lifelong learning. Our vision is to be one of the leading centres in the Arab region, offering preparatory courses that make you competitive in colleges both within Oman and internationally.

Our dedicated faculty and staff are here to support you every step of the way. We believe in the transformative power of education, and we are excited to witness your growth and success during your time with us. I encourage you to make the most of the opportunities available, actively engage in your studies, and take advantage of the resources and support services we offer.

This handbook has been carefully prepared to guide you through your journey at CPS. Inside, you will find important information on course offerings, academic policies, and the various services available to you. I urge you to read it thoroughly and keep it as a reference throughout your time in the program.

Once again, welcome to the CPS, which is indeed your gateway to academic success. We look forward to seeing you thrive and succeed as you prepare for the exciting academic challenges ahead.

Wishing you all the best in your studies,

Dr. Moosa Ahmed Bait Ali Sulaiman

Director, Centre for Preparatory Studies (CPS)

Dhofar University, Salalah, Oman

Objective

The CPS Student Handbook informs new and prospective DU students of the Centre for Preparatory Studies objectives, policies, courses offered, registration process, payment of fees, university resources, and all the other CPS facilities provided that set DU above and apart from other educational organizations.

Contact Information

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Head of Math Section	23237570
Head of IT Section	23237560
QA Coordinator	23237540
Level 1 Coordinator (English)	23237510
Level 2 Coordinator (English)	23237520
Level 3 Coordinator (English)	23237530

Math & IT Placement / Exit Exam Coordinator:	23237576
Secretary I	23237502
Secretary II	23237501
Call Center	80018001
Emergency DU	99496766
Hostel Supervisor	23237129
Campus Security	23237397

Overview

The CPS, in addition to other preparatory courses, provides a one-year Foundation Program (FP) which is intended to equip high school graduates to pursue university majors and is undertaken by most university students in Oman. The program focuses on four major areas: English, Mathematics, IT, and General Study Skills.

The FP offered by the CPS follows the standards outlined by the Oman Academic Standards (OAS) for General Foundation Programs (GFPs). It aims to impart quality education to students and prepare them for their majors. With courses ranging from elementary to upper intermediate, it caters to the curricular and co-curricular needs of students to actively bridge the gap between secondary and tertiary education. Since its inception, the FP has successfully met both these needs and the academic expectations of DU. There are presently around 62 faculty members of various nationalities in the CPS. The richness of their professional expertise and experience, their enthusiasm, and their involvement in the community constitute the backbone of the CPS.

Structure of the Program

The foundation program by CPS is designed to bridge the gap between secondary education and university undergraduate studies. The program's focus is to ensure

the students' readiness to embark on their university studies. The curriculum is aligned with the learning outcomes stated in the OAS for GFPs. The English program is divided into three levels and focuses on academic skills along with general study and communication skills. The Mathematics and IT programs are comprised of two levels along with a pre-Math/IT supporting level.

Study Skills

General study skills are integrated into the English, Mathematics, and IT Programs and aim to help students develop the range of useful study skills that they need to succeed at the university level. They learn how to use and organize their time, read faster with comprehension, expand their vocabulary, take good notes in class, keep track of assignments, interpret and analyze graphic information, and adopt the most effective communication strategies.

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, lifelong learners.

Values

The core values of the Centre for Preparatory Studies are:

- Excellence
- Commitment

- Discipline
- Responsibility and Accountability
- Integrity
- Life-long learning

DU Graduate Attributes

- Master theoretical knowledge and practical skills in the student's chosen discipline commensurate with program level and objectives.
- Demonstrate capacity for effective communication, critical thinking, creativity and innovation.
- Exhibit honesty, discipline and accountability.
- Practice tolerance, humility, respect for differences and commitment to service.
- Practice life-long learning.

English Language Courses

Overview

As English is the medium of instruction for most of the courses at DU, there is a clear need to approach English education in a systematic, meaningful, and purposeful manner. The English Unit offers incoming students with low proficiency in English an intensive program to help them pursue their studies in the major of their choice through the medium of English with the aim of immersing them in the language.

Ten hours a week are dedicated to Reading & Writing, with ten hours a week dedicated to listening and speaking. Students take a midterm exam and a final exam. Grades are determined by summative as well as formative assessments, portfolios, progress tests, and quizzes. The weighting for each skill area is as follows:

skill	Formative assessment weighting	Midterm exam weighting	Final exam weighting
Reading & Writing	30%	30%	40%
Listening & Speaking			

Learning Outcomes

1. Actively participate in a discussion on a topic relevant to their studies by asking questions, agreeing/disagreeing, asking for clarification, sharing information, and expressing and asking for opinions.
2. Paraphrase information (orally or in writing) from a written or spoken text or graphically presented data.
3. Prepare and deliver a talk of at least 5 minutes. Use library resources in preparing the talk, speak clearly and confidently, make eye contact, and use body language to support the delivery of ideas. Respond confidently to questions.
4. Write texts of a minimum of 250 words, showing control of layout, organization, punctuation, spelling, sentence structure, grammar, and vocabulary.
5. Produce a written report of a minimum of 500 words showing evidence of research, note-taking, review and revision of work, paraphrasing, summarizing, use of quotations and use of references.
6. Take notes and respond to questions about the topic, main ideas, details and opinions, or arguments from an extended listening text (lecture, news broadcast, etc.).
7. Follow spoken instructions in order to carry out a task with a number of stages.
8. Listen to a conversation between two or more speakers and be able to answer questions about context, the relationship between speakers, and register (i.e., formal or informal).

9. Read a one to two-page text identify the main ideas and extract specific information in a given period of time.
10. Read an extensive text broadly relevant to the student's area of study (minimum three pages) and respond to questions that require analytical skills, e.g. prediction, deduction, and inference.

Course Descriptions

FPE 101A Foundation Program English Level 1 (20 hrs)

FPE 101A is an intensive pre-intermediate level English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transition to FPE 102B (Level 2).

FPEL 100 Foundation Program English for Law (20 hrs)

FPEL 100 is an intensive elementary-level English course for intended law-degree students designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students are expected to have attained an elementary level of English.

FPEE 100 Foundation Program English for Education (Field I & Field II) (20 hrs)

FPEE 100 is an intensive elementary-level English course for intended Education degree students designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students are expected to have attained an elementary level of English.

FPES 100 Foundation Program English for Social Work (20 hrs)

FPES 100 is an intensive elementary-level English course for intended Social Work degree students designed to develop both English skills and good study

habits. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students are expected to have attained an elementary level of English.

FPEC 100 Foundation Program English for Computer Science (Students with Special Needs) (10 hrs)

FPEC 100 is an intensive elementary-level English course for Special Educational Needs Students (SENS) designed to develop both English language skills and good study habits. Skills taught include Reading & Writing. Upon completion, students are expected to have attained an elementary level of English.

FPE 102B Foundation Program English Level 2 (20 hrs)

FPE 102B is an intensive intermediate English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transit to FPE 103C (Level 3).

FPE 103C Foundation Program English Level 3 (20 hrs)

FPE 103C is an intensive upper intermediate English course designed to prepare students to meet the IELTS Band 5.0 requirement for exiting the program. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students transfer to their respective majors.

Mathematics Courses

Overview

The Mathematics section offers FP courses that aim at bridging gaps in students' knowledge of Mathematics. Students are placed either in Pre-math, Math Level 1 or Math Level 2 as per their math placement test score (see 8.2 above). Level 2 Math has two programs, i.e. Pure or Applied Math. Students are placed in either Pure or Applied Mathematics as per the requirements of their majors.

Learning Outcomes

1. Apply basic mathematical operations on real numbers.
2. Perform basic mathematical operations on polynomials.
3. Obtain the common factors, factor by grouping, and factor second degree polynomials using special factoring rules.
4. Reduce rational expressions and apply different operations.
5. Identify exponent and simplify expressions.
6. Differentiate between and solve a certain type of linear equations and inequalities.
7. Use measurements and unit conversion (metric units).
8. Find the equation of lines in standard form and define the concept of the slope.
9. Identify, graph the circle, and write the equation of a circle in standard and general forms.
10. Define angles and find the length of Arc and area of sector.
11. Define basic Trigonometric Functions.
12. Solve right triangle and using Pythagorean Theorem
13. Solving and graphing two variables linear equations.
14. Define functions graphically and by set, finding the domain of certain types of functions and evaluating them.
15. Graph linear and quadratic functions.
16. Identify exponential functions, draw their graphs, and solve their equations.

17. Define the logarithmic functions, draw their graphs, and solve their equations.
18. Define and apply the rules, identities, and proofs of trigonometric functions.
19. Define and solve different trigonometric functions and express them graphically.
20. Know the basic equations of parabolas.
21. Measure central tendency, mean, median, mode, variance, standard deviation, sample space and probability.
22. Use formulas for permutations and combinations.
23. Use the law of sines and cosines to solve a triangle and real-life problems.
24. Solve System of linear inequalities in two variables.

Course Descriptions

1. FPM 100 Pre-Foundation Math Program (4 hrs.)

This course aims to help incoming students understand basic concepts of Mathematics. This four-hour course reinforces basic concepts and terminologies through the medium of the English language. The course covers real number systems, basic rules of addition, subtraction, multiplication and division, properties of basic arithmetic operations, polynomials, factoring polynomials, and reducing rational expressions, first-degree equations, and inequalities.

2. FPM 101A Foundation Program Mathematics Level 1 (Basic) (4 hrs.)

This course aims to teach conceptual understanding and problem-solving. The course covers graphing linear equations using intercepts, graphing linear inequalities in two variables, metric unit conversions, exponents, graphing quadratic equations, equations of circles, straight lines, basic trigonometric functions, and the Pythagorean theorem.

3. FPM 102B Foundation Program Mathematics Level 2 (Pure & Applied) (4 hrs.)

This course aims to prepare students for further study of higher-level mathematics at higher and other non-mathematics-related subjects. The course covers concepts of functions, exponential and logarithmic functions, and recognizing three types of symmetric functions, basic statistics, and introduction

to probability. For the Pure course, in addition to that, other topics are covered such as graphing trigonometric functions, identities, and using the law of sine and cosine to solve triangles.

4. FPML 100: Foundation Program Mathematics for Law (4 hrs.)

This course aims to provide students who intend to major in Law with a basic understanding of mathematical concepts, Sets, and Real numbers. Basic mathematical operations and their properties, metric unit conversion, adding and subtracting polynomials, straight lines, circles, and basic trigonometric functions.

5. FPMA 100: Foundation Program Mathematics for Arabic (4 hrs.)

This course aims to provide students who intend to major in Arabic with a basic understanding of mathematical concepts, sets, and real numbers. Basic mathematical operations and their properties, metric unit conversion, adding and subtracting polynomials, straight lines, circles, and basic trigonometric functions.

6. FPME 100: Foundation Program Mathematics for Education (Field I & Field II) (4 hrs.)

This course aims to provide students who intend to major in Education with a basic understanding of mathematical concepts, sets, and real numbers. Basic mathematical operations and their properties, metric unit conversion, adding and subtracting polynomials, straight lines, circles, and basic trigonometric functions.

7. FPMS 100: Foundation Program Mathematics for Social Work (4 hrs.)

This course aims to provide students who intend to major in Social Work with a basic understanding of mathematical concepts, sets, and real numbers. Basic mathematical operations and their properties, metric unit conversion, adding and subtracting polynomials, straight lines, circles, and basic trigonometric functions.

8. FPMC 100: Pre-Foundation Program Mathematics for Computer Science (Students with Special Needs) (4 hrs.)

This course aims to help students entering the FP to understand basic concepts of Mathematics. This four-hour course reinforces basic concepts and terminologies learned in the Arabic language in schools through the use of the English language. The course covers real number systems, basic rules of addition, subtraction, multiplication and division, properties of basic arithmetic operations, polynomials, factoring polynomials, and reducing rational expressions, first-degree equations, and inequalities.

9. FPMC 101A Foundation Program Mathematics Level 1 for Computer Science (Students with Special Needs) (4 hrs.)

This course aims to teach conceptual understanding and problem-solving. The course covers basic algebraic operations, metric unit conversions, exponents, graphing systems of linear inequalities, quadratic equations, equations of circles, straight lines, basic trigonometric functions, and Pythagorean theorem.

IT Courses

Overview

The IT section offers FP courses that aim to bridge the gap for students who wish to join DU but lack university-level IT competency skills. It emphasizes the essential parts of a standard curriculum in IT as required by OAS for CPS. The curriculum provides students with a basic understanding of computers, file management, use of word-processing, spreadsheet, presentation software, internet, email and essential IT skills. It follows a practical approach through the investigation of a variety of situations from across the spectrum of technology. The overall courseware equips students with the IT skills required for their future majors.

Learning Outcomes

- 1) Describe the main functional blocks of a computer system and how they work in sequence to process information.

- 2) Describe the function of different hardware components such as CPU, storage systems, types of memories like RAM, ROM etc. and common input and output devices.
- 3) Identify different types of software: operating systems, application software and programming software.
- 4) Explain the Omani data protection legislation and consequences of copyright violations.
- 5) Demonstrate basic keyboard skills and type effectively using both hands.
- 6) Demonstrate basic principles of file management using a computer.
- 7) Apply various features of MS Word (e.g., File, Edit, Format, Tools, Table and Insert).
- 8) Identify the main components of a spreadsheet window and explain the basic terms (e.g., cells, addresses, etc.).
- 9) Create, open, save, and edit worksheets, insert and manipulate data, insert new rows and columns, and delete and duplicate sheets.
- 10) Create various types of charts in MS Excel, apply mathematical functions, references and sort and filter data.
- 11) Create, open, and save PowerPoint presentations.
- 12) Apply various types of slide layouts and differentiate between master slides and other types of slides.
- 13) Insert pictures and objects in slides, duplicate slides, and use headers and footers and automatic numbering for presentation.
- 14) Explain about transition, animations and color schemes, slide shows and their effects.
- 15) Identify various styles of presentation and apply different print options.
- 16) Demonstrate the ability to duplicate, move slides within the presentation.
- 17) Identify network fundamentals, types and the benefits and risk of network computing.
- 18) Identify the purpose of a browser in accessing information on the world wide web and navigate the web.
- 19) Create emails and manage mailboxes.

Course Descriptions

1. FPT 100: Pre-Foundation IT Program (2 hrs.)

This course aims to enable students to develop the basic IT skills and computer access necessary to source, communicate, and process information related to higher education. This two-hour course reinforces basic concepts of IT and terminologies through the use of the English language. The course covers the use of a keyboard, basic typing skills, introduction to a word processor, using DU SIS, DU webmail, and basic computer operations. Students are also exposed to the Moodle platform environment.

2. FPT 101A: Foundation Program IT Level 1 (4 hrs.)

This course aims to equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages, including MS Windows and word processing. Students are also exposed to basic IT-related concepts, hardware, software, operating systems, and file management.

3. FPT 102B: Foundation Program IT Level 2 (4 hrs.)

This course aims to further equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages including MS Excel and MS PowerPoint. Students understand the concept of networks, mobile devices, the internet, security and maintenance, digital learning, and electronic mail. Students are also exposed to concepts, practices, and usage of the Internet in day-to-day life.

4. FPTL 100: Foundation Program IT for Law (4 hrs.)

This course aims to equip Law students with the knowledge and skills of IT necessary to source, communicate, and process information. Students experience hands-on training with various day-to-day hardware, and software packages, including MS Windows, MS Word, MS Excel, and MS PowerPoint.

Students are also exposed to basic IT-related concepts, computer operations, and file management.

5. FPTA 100: Foundation Program IT for Arabic (4 hrs.)

This course aims to equip students who intend to major in Arabic with the knowledge and skills of IT necessary to source, communicate, and process information. Students experience hands-on training with various day-to-day hardware, and software packages, including MS Windows, MS Word, MS Excel, and MS PowerPoint. Students are also exposed to basic IT-related concepts, computer operations, and file management.

6. FPTE 100: Foundation Program IT for Education (Field I & Field II) (4 hrs.)

This course aims to equip students who intend to major in Education with the knowledge and skills of IT necessary to source, communicate, and process information. Students experience hands-on training with various day-to-day hardware, and software packages, including MS Windows, MS Word, MS Excel, and MS PowerPoint. Students are also exposed to basic IT-related concepts, computer operation, and file management.

7. FPTS 100: Foundation Program IT for Social Work (4 hrs.)

This course aims to equip students who intend to major in Social Work with the knowledge and skills of IT necessary to source, communicate, and process information. Students experience hands-on training with various day-to-day hardware, and software packages, including MS Windows, MS Word, MS Excel, and MS PowerPoint. Students are also exposed to basic IT-related concepts, computer operation, and file management.

8. FPTC 100: Pre-Foundation Program IT for Computer Science (Students with Special Needs) (3 hrs.)

This course aims to enable students to develop the basic IT skills and computer access necessary to source, communicate, and process information related to higher education. This three-hour course reinforces basic concepts of IT and terminologies through the use of the English language. The course covers the use of a keyboard, basic typing skills, using DU SIS, DU webmail, and basic computer operations. Students are also exposed to the Moodle platform environment.

9. FPTC 101A: Foundation Program IT Level 1 for Computer Science (Students with Special Needs) (4 hrs.)

This course aims to equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages, including MS Windows and word processing. Students are also

exposed to basic IT-related concepts, hardware, software, operating systems, file management, and e-mail concepts.

English Language Courses for Medicine

Learning Outcomes

1. Read a one to one and a half-page text and identify the main idea(s) and extract specific information in a given period of time.
2. Read an extensive text broadly relevant to the student's area of study (minimum three pages) and respond to questions that require analytical skills, e.g. prediction.
3. Paraphrase information from graphically presented data and write a report.
4. Write texts of a minimum of 250 words, showing control of layout, organization, punctuation, spelling, sentence structure, grammar, and vocabulary.
5. Take notes and respond to questions about the topic, main ideas, details and opinions, or arguments from an extended listening text.
6. Follow spoken instructions in order to carry out a task with a number of stages.
7. Actively participate in a discussion by asking questions, agreeing/disagreeing, asking for clarification, sharing information, expressing opinions.
8. Prepare and deliver a presentation of at least three minutes. Speak clearly and confidently to support the delivery of ideas. Respond confidently to questions.
9. Produce a written report of a minimum of 500 words showing evidence of research, notetaking, review and revision of work, paraphrasing, summarizing, use of quotations and use of references

10. Listen to a conversation between two or more speakers and be able to answer questions in relation to context, relationship between speakers, and register (e.g., formal or informal).

Course Descriptions

1. FPEM 101 Foundational English for Medicine Level 1 (20 hrs.)

FPEM 101 is a semester-long intermediate English course and is designed to develop English skills and good study habits. This course also prepares students to meet the CEFR level B1. Skills taught within the course include Reading & Writing, Listening & Speaking. Students will also participate in an extensive reading project during the course. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students will transition to FPEM 102.

2. FPEM 102 Foundational English for Medicine Level 2 (20 hrs.)

FPEM 102 is a semester-long upper-intermediate English designed to develop English skills, good study habits, and to develop foundational medical knowledge through integrated case studies. This course also prepares students to meet the CEFR level B2 (equivalent of IELTS Band 6.0) for exiting the program. Skills taught within the course include Reading & Writing, Listening & Speaking as well as Research and Presentation skills. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students will matriculate to the Medical College.

Mathematics Courses for Medicine

Learning Outcomes

1. Describe the fundamental of real numbers and perform basic operations on real numbers.
2. Define polynomials, perform basic mathematical operations and factoring on polynomials.
3. Reduce rational expressions.
4. Apply exponent rules, rationalize denominator.
5. Solve first degree equations and inequalities and use them to solve real-life problems.
6. Graph linear equations, inequalities, and systems in one and two variables, and determine the slope and equation of a line.
7. Calculate distances and convert between metric units.
8. Solve quadratic equations, including real-life applications.
9. Define the concept of function and find the domain for several types of functions.
10. Determine the symmetry of graphs algebraically and graphically.
11. Graph a quadratic function and identify features.
12. Define exponential functions, graph them, and solve exponential equations.
13. Apply the properties and inverse relationships of exponential functions and logarithms to graph logarithmic functions and solve mathematical and real-life problems.
14. Define angles and their types, and determine the degree–radian conversion, length of an arc, area of a sector, and the equation of a circle.
15. Define basic trigonometric functions and apply them to right triangles and real-life problems.
16. Define the unit circle, graph basic trigonometric functions and use some types of trigonometric identities.

Course Descriptions

1. FPMM 101 Foundational Math for Medicine Level 1 (4 hrs.)

The aim of this semester-long intensive course is to help incoming students to understand basic concepts of Mathematics. This four-hour course reinforces basic concepts and terminologies through the medium of the English language. The course covers Real number systems, Basic rules of addition, subtraction, multiplication and division, Properties of basic arithmetic operations, Metric units conversions, Exponents, Polynomials, Factoring Polynomials, Reducing rational Expressions, Rationalizing denominators, First-degree equations and inequalities, Graphing functions like Linear and quadratic functions and circles, Graphing Linear inequalities in two variables, and straight lines. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students will transition to FPMM 102.

2. FPMM 102 Foundational Math for Medicine Level 2 (4 hrs.)

The aim of this semester-long intensive course is to prepare students for further study of higher-level mathematics at higher and other non-mathematics-related subjects. The course covers Concept of functions, Exponential and Logarithmic functions, recognizing three types of symmetric of functions, solving real life problems on exponential functions, Types of angles and their measures in radian and degree, Basic trigonometric functions and Pythagorean Theorem, Identities, Using the law of Sine and Cosine to solve triangles, basic statistics, and introduction to probability. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students will matriculate to the Medical College.

IT Courses for Medicine

Learning Outcomes

1. Understand the components of a personal computer system, including hardware, software, data storage, and memory.
2. Understand and describe the basic principles of how a personal computer system operates.
3. Demonstrate basic file management skills using a computer.
4. Demonstrate essential skills needed to create high-quality documentation.
5. Understand the Home tab, recognize terms associated with tables, and demonstrate the ability to create tables, manipulate cells, insert data, and apply formatting.
6. Understand the Insert and Design tabs, and demonstrate the ability to print documents using various print options with both default and network printers.
7. Understand presentation software, use different design layouts and presentation views, and demonstrate essential skills for creating professional presentations.
8. Identify how computers are used in various areas such as work, school, and home.
9. Explain the concept of software copyright, define end-user license agreements, and describe Omani data protection legislation.
10. Use email to communicate effectively with others.
11. Introduce students to the fundamentals of computer networks, the internet, and communication systems that support remote information search and access.

12. Demonstrate essential skills to create, insert, store, manipulate, and format data in spreadsheets, and understand the spreadsheet packages needed for data processing tasks.
13. Apply formulas and use built-in functions in worksheets (in Excel).
14. Demonstrate the ability to perform basic data analysis using tools like sort, filter, and chart.

Course Descriptions

1. FPTM 101 Foundational IT for Medicine Level 1 (4 hrs.)

FPTM 101 IT course is designed to provide medical students with essential theoretical and practical IT skills for accessing, communicating, and managing information in Higher Education. The course covers a range of topics, including computer fundamentals, hardware and software, file management, basic computer operations using Windows, word processing, presentations, the Internet, WWW, and email. Students will develop proficiency in creating high-quality documentation and gain familiarity with various terminologies related to word processing and presentation tools. They will also learn to create and manipulate tables, format data, insert and manage cells, and utilize different tabs effectively, equipping them with the skills to produce professional presentations. The learning outcomes aligns with the Oman Academic Standards, ensuring a solid foundation for students. Upon completion students proceed to FPTM 102.

2. FPTM 102 Foundational IT for Medicine Level 2 (4 hrs.)

FPTM 102 IT course aims to equip medical students with essential theoretical and practical IT skills for accessing, communicating, and managing information in a Higher Education. The course explores advanced topics such as networks and mobile devices, security and maintenance, digital communication, and media literacy. Students will also gain proficiency in spreadsheets, including creating, inserting, storing, formatting, and manipulating data, as well as performing basic data analysis using sorting, filtering, and charts. The learning outcomes aligns with the Oman Academic Standards, ensuring a solid foundation for students. Upon completion of this course, students are prepared to transition to college-level studies.

Study Plan

The following tables summarize the FP study plan:

1. Regular Program

Level 1		
Code	Course Title	Hours/Week
FPE 101A	English Level 1	20
FPM 100	Math pre-Level	4
FPT 100	IT pre-Level	2
Level 2		
Code	Course Title	Hours/Week
FPE 102B	English Level 2	20
FPM 101A	Math Level 1	4
FPT 101A	IT Level 1	4
Level 3		
Code	Course Title	Hours/Week
FPE 103C	English Level 3	20
FPM 102B	Math Level 2	4
FPT 102B	IT Level 2	4

2. Law Program

Law Courses		
Code	Course Title	Hours/Week
FPOL 100	English for Law	20
FPML 100	Math for Law	4

FPTL 100	IT for Law	4
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3. Education Program (Arabic)

Education Courses		
Code	Course Title	Hours/Week
FPEE 100	English for Education	20
FPME 100	Math for Education	4
FPTe 100	IT for Education	4

4. Social Work Program (Arabic)

Social Work Courses		
Code	Course Title	Hours/Week
FPES 100	English for SW	20
FPMS 100	Math for SW	4
FPTS 100	IT for SW	4

5. Arabic Language Program

Arabic Language Courses		
Code	Course Title	Hours/Week
FPMA 100	Math for Arabic	4
FPTA 100	IT for Arabic	4

6. Computer Science Program for SENS

Computer Science Courses		
Code	Course Title	Hours/Week
FPEC 100	English for CS Level 1	10

FPMC 100	Math for CS Pre Level	4
FPTC 100	IT for CS Pre Level	3
FPMC 101A	Math for CS Level 1	4
FPTC 101A	IT for CS Level 1	3

1. **Medicine Program**

Level 1		
Code	Course Title	Hours/Week
FPEM 101	English for Medicine Level 1	20
FPMM 101	Math for Medicine Level 1	4
FPTM 101	IT for Medicine Level 1	4
Level 2		
Code	Course Title	Hours/Week
FPEM 102	English for Medicine Level 2	20
FPMM 102	Math for Medicine Level 2	4
FPTM 102	IT for Medicine Level 2	4

Attendance

Attendance of all classes and course-related activities is obligatory. The maximum absences allowed for a student is 25% of the total number of sessions of a particular course. Before reaching the withdrawal stage, DU system warns the students by way of three warnings sent to their DU email account by DAR. These email messages to students are a formal communication of the university with its students so they 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.

The warnings of absences are as follows:

- 1) **First warning:** this is when a student's absence reaches **7%** of the total number of sessions of a particular course.
- 2) **Second warning:** this is when a student's absence reaches **14%** of the total number of sessions of a particular course.
- 3) **Third (Final) warning:** this is when a student's absences reach **21%** of the total number of sessions 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.

Placement Tests

Overview:

A placement test is held in the Centre for Preparatory Studies for new students to determine the level to which they will be enrolled. The students are required to take 3 tests - English, Mathematics and Information Technology tests.

CPS Placement tests for the new students will be held on four days, as shown in the CPS academic calendar. Prospective students will be informed to attend the test on either of these dates through SMS. If the student is not willing to take placement test, he/she shall be placed directly into Level 1. No claims for a higher level will be entertained thereafter.

However, after one week of attending classes and on the recommendation of the instructor, students may be given the opportunity to take a challenge test. Depending on the results of the challenge test, students will be placed in the appropriate level. Students are advised not to miss the placement tests as this may cause them to forfeit the chance to take the test again that term.

English:

The Cambridge English Placement Test is a 90-minute online test produced by Cambridge English Language Assessment. It is a comprehensive, international test of English ability that covers the core communication skills.

Math and Information Technology:

The Math and IT test is two hours long. It will be conducted on the same day along with the English placement test. This test will include the following:

- Basic Mathematics/Applied Mathematics/Pure Mathematics.
- Basic knowledge of Microsoft Windows and Office.

Testing Policy

Students must do the following:

- Make their arrangements to come to the university.
- Reach the test venue at least 15 minutes early.
- Bring their university identity card to the test center.
- Mobile phones and smart watches are not allowed inside the exam hall.

- Bring a calculator (mobile phones cannot be used for this purpose).

Students will not be allowed to do the following:

- Enter the test venue 30 minutes after the start of the test.
- Talk to other students during the test.
- Borrow stationery during the test.

Placement in and Exemption from the CPS

Students are placed in the appropriate level or exempted from the CPS based on their results in the placement tests for English, Mathematics, and IT.

1. Placement criteria for English

Placement Scale for English		Regular Program
Scale	Level	Remarks about Exemption
0-32	1	Students are exempted from the Foundation Program's English requirements if they meet either of the following criteria : A) Score 50 on the Cambridge University Online Placement Test (CEPT). B) Provide an IELTS certificate with an overall band score of 5 or higher.
33-42	2	
43-49	3	
50	Exempt	
Medicine Program		
Scale	Level	Remarks about Exemption
0-35	1	Students are exempted from the Foundation Program's English requirements if they meet either of the following criteria : A) Score 50 on the Cambridge University Online Placement Test (CEPT). B) Provide an IELTS certificate with an overall band score of 5 or higher.
36-49	2	
50	Exempt	
Law, Education (Field I & Filed II) and Social Work Program		
Scale	Level	Remarks about Exemption
0-32	1	Students are exempted from the Foundation Program's English requirements if they meet either of the following criteria : A) Score 33 and above on the Cambridge University Online Placement Test (CEPT). B) Provide an IELTS certificate with an overall band score of 5 or higher.
33 and above	Exempt	
Computer Science Program for Students with Disabilities		
Scale	Level	Remarks about Exemption
0-49	1	Students who score 50 and above on the paper-based in-house English placement test are exempted from Foundation Program English requirements.
50 and above	Exempt	

2. Placement criteria for Mathematics

Placement Scale for Mathematics		Regular Program
Scale	Level	Remarks about Exemption
0-39	Pre- Math	Students who score 60 and above on the Moodle-Based Mathematics Placement Test are exempted from the FP's Mathematics program.
40-49	1	
50-59	2	
60 and above	Exempt	
Medicine Program		
Scale	Level	Remarks about Exemption
0-49	1	Students who score 60 and above on the Moodle-Based Mathematics Placement Test are exempted from the FP's Mathematics program.
50-59	2	
60 and above	Exempt	
Law, Education (Field I & Filed II), Arabic and Social Work Program		
Scale	Level	Remarks about Exemption
0-59	1	Students who score 60 and above on the Moodle-Based Mathematics Placement Test are exempted from the FP's Mathematics program.
60 and above	Exempt	
Computer Science Program for Students with Disabilities		
Scale	Level	Remarks about Exemption
0-39	Level 1	Students who score 50 or above on the paper-based in-house Math placement test are exempt from the Foundation Program Mathematics requirement.
40-49	Level 2	
50 and above	Exempt	

3. Placement criteria for IT

Placement Scale for IT		Regular Program
Scale	Level	Remarks about Exemption
0-49	Pre- IT	Students who score 70 and above on the Moodle- based IT Placement Test are exempted from the FP's IT program.
50-59	1	
60-69	2	
70 and above	Exempt	
Medicine Program		
Scale	Level	Remarks about Exemption
0-59	1	Students who score 70 and above on the Moodle-Based IT Placement Test are exempted from the FP's IT program.
60-69	2	
70 and above	Exempt	
Law, Education (Field I & Filed II), Arabic and Social Work Program		
Scale	Level	Remarks about Exemption
0-69	1	Students who score 70 and above on the Moodle-Based IT Placement Test are exempted from the FP's IT program.
70 and above	Exempt	
Computer Science Program for Students with Disabilities		
Scale	Level	Remarks about Exemption
0-49	Level 1	Students who <u>score</u> 60 and above on the paper-based in- <u>house</u> IT placement test are exempted from FP's IT program.
50-59	Level 2	
60 and above	Exempt	

Promotion and Exit Policy

Students are evaluated regularly to help determine their progress and attainment of the set goals. They are provided with every opportunity to be promoted to upper levels based on the promotion policy requirements stated in each syllabus. Students who fulfill the promotion requirements of English Level 3 are eligible to exit the CPS and join their desired university majors. However, all English Level 3 students are required to take an Exit Exam as part of the promotion requirements to the University.

Please note the following:

1. The validity of these international tests like IELTS is limited to two years from the date of taking the exam. Applicants must submit the original certificate of test results and the University reserves the right to verify the authenticity of the certificate. Holders of IELTS certificate issued by institutions outside Oman may be asked to take the CEPT.
2. Students can progress to their majors in the College only after successfully completing all CPS requirements (English, Math, and IT).
3. Students majoring in Architectural Engineering must score no less than 60% in English, Math, and IT to be able to proceed to college.

Registration and Venue

Students will be assigned to the appropriate level based on the results of their placement tests and will then register their names in that level.

The CPS academic calendar shows the date and time for registration.

Students will not be allowed to register after this date. Registration for returning students takes place online or with the help of the CPS's Registration Committee. Section allocations are final and no request for change will be entertained. Students are provided with a copy of their schedule for reference.

Two weeks following registration, students can obtain their DU SIS account details from registration at the Computing and Networking Center, Room -014A on the ground floor of the Administration Building. With their account details, students can log in and view their program of study, grades, absence warnings, transcript, statement of account, instructors' evaluations, online registration, schedule, and more.

Course Fee Structure

Course	Fee
English + Math + IT	OMR 900
English + (Math OR IT)	OMR 900
Math OR IT	OMR 210 per course
Medicine Course	Fee
English + Math + IT	OMR 1350
English + (Math OR IT)	OMR 1350
Math OR IT	OMR 325 per course

Payment can be made in person in the cashier's office at Bank Dhofar (01040128000001) or Bank Muscat (0397014020430011). For more information about fees, call 23237021 or 23237027.

Sample Student Schedule

Dhofar University							
						User: FBARHAM	
						Ref.: ROL_608E	
ID رقم الطالب Name	إسم الطالب	P.O. Box	Major التخصص	Faculty / Class الكلية / المستوى	Semester الفصل		
201600158	FATIMA BARHAM		*BA in Business Administration - Management	College of Commerce and Business Administration - FP3	Summer 15-16		
Course #	Course Title	Cr	Sec	Room	Day	Time	Instructor
رمز المقرر	إسم المقرر		الشعبة	القاعة	اليوم	الوقت	المدرس
FPE 103C	Foundation Program English	0	9	COMC-009D	EveryDay	10:00 - 12:00	Mahija Nambiar
			9	COMC-009D	EveryDay	13:00 - 15:00	Veetil/Carmel Hankins
FPM 102B	Foundation Math Program II	0	9	COMC-205A	Th	08:00 - 09:00	Mohammad Mustafa
			9	COMC-205A	SunTu	08:00 - 10:00	Mohammad Mustafa
FPT 102B	Foundation IT, Program II	0	9	CAAS-003C-FPL	MonWed	08:00 - 09:30	Veeraiyan Maruthaopan

Assessment Policy:

CPS courses and the approach to teaching are outcome-based. Outcomes are assessed by:

- 1) Continuous assessment
- 2) Midterm examinations
- 3) Final examinations

Communication Policy

Communication between students and staff of academic units is in English and Arabic, according to the program's medium of instruction. For CPS English, Math, and IT, it is recommended that students speak only in English. They can communicate with CPS staff and administrators by phone or e-mail, in person during office hours, or via the CPS hotline. (80018001)

Academic Integrity Policy

Students are expected to complete all work with the highest standards of honesty and integrity. Plagiarism, forgery, cheating, or any other kind of academic misconduct are unacceptable. Academic misconduct will lead to disciplinary action, headed by the CPS Student Affairs Committee. Issues related to cheating, plagiarism, and impersonation are classified based on the seriousness of the violation as follows:

Cheating	Zero on exam	Zero on exam	Zero on exam
Plagiarism	Verbal warning: the student is asked to resubmit the work in question	Written warning: student is asked to submit additional work	Failing grade on work
Impersonation	Suspension for one or more semesters	Suspension for one or more semesters	Suspension for one or more semesters

Please refer to **8.5.1 of the Academic Integrity Policy** for further details.

Exam Behavior

Students are expected to behave and uphold the highest degree of conduct during exams. Here are some guidelines students should follow:

1. Students must be present for their exams on time with their own pens, pencils, scientific calculators, and valid university-issued photo ID. Tardiness may result in their missing sections of the exam: e.g., the Listening Exam, in which audio is not repeated for latecomers.
2. Students must sit in rows as assigned by the proctors and sign the attendance sheet provided to them at the time of the exam.
3. Students must write the exam in blue or black pen only.
4. Students may not use programmable calculators, mobile phones, smart watches, or any extraneous written or printed material.
5. Students may not leave the exam hall or test center without the consent of the Head Proctor.
6. Malpractice, misconduct, or impersonation during exams is strictly prohibited and punishable under university and Omani law.

Please refer to **8.3.3/9.4 and 9.5 of DU's Examination Policy** for further details.

Students' Code of Conduct

Even as Dhofar University works to develop students' social character, knowledge, and professional skills, it is also committed to producing law-abiding, responsible citizens who deserve to carry the name of the university as graduates. To this end, the university reserves the right to implement a range of disciplinary measures commensurate with both rule violations, and university regulations. At times, violations may also be in breach of the laws of the

Sultanate of Oman, in which case they will be dealt with by the regulatory authorities concerned.

All students are expected to:

1. Treat all academic and non-academic staff, as well as other students, with respect, dignity, impartiality, courtesy and sensitivity.
2. Maintain a cooperative and collaborative approach to interpersonal relationships.
3. Act honestly and ethically in the preparation, conduct, submission, and publication of academic work, during all forms of assessment, including both formal and informal, and when dealing with others.
4. Respect the privacy of others.
5. Ensure that their contact details, as well as those of their parents or guardians, are up-to-date with the university.
6. Observe and respect key dates and deadlines by reading all official correspondence from the university, including emails, posters, website information, electronic display boards, and notice boards.
7. Conform to the university's requirements for working with humans and biohazards.
8. Use university resources, including information and communication technology resources, in a lawful and ethical manner and for university purposes only, unless express permission has been granted for non-university or private use.
9. Abide by the national dress code (Omani students) or an acceptable, modest outfit (expatriate students) while on campus.
10. Come to classes, laboratory workshops, and advising sessions on time
11. Abide by all onsite rules and regulations during field trips to workplaces and training venues.

12. Follow health and safety procedures on campus, particularly in workshops and laboratories.
13. Respect the physical and intellectual property and rights of others.
14. Actively participate in academic, cultural, social, and sports activities organized on campus.
15. Students living in university hostels must abide by hostel rules and regulations.

Academic Violations

1. Disturbing lectures, exams, or other university activities.
2. Inciting other students not to attend class or other course-related activities.
3. Destroying the work of other students.
4. Providing false or misleading information.
5. Cheating or collusion, as defined in Section 8.2.1 of the Academic Integrity Policy.
6. Plagiarizing homework, projects, theses, or papers, as defined in Section 8.2.2 of the Academic Integrity Policy.
7. Committing any act of impersonation, as defined in Section 8.2.3 of the Academic Integrity Policy.
8. Forging transcripts or other official documents issued by the university, or obtaining official university records or documents in an unlawful or unauthorized manner.

Non-Academic Violations

1. Smoking inside university buildings.
2. Failing to comply with the national dress code.
3. Disrupting, interfering with, or obstructing the orderly conduct of university activities.
4. Organizing or participating in a conference, club, or organization without prior written approval from the concerned university authorities.
5. Producing or distributing newsletters, newspapers, leaflets, or other materials without authorization.
6. Possessing or displaying pictures, movies, or other social media content that violates Islamic or Omani morals.
7. Using social media (Twitter, Facebook, YouTube, etc.) to collect donations or signatures without prior written approval from the concerned university authorities.
8. Speaking or acting in a manner that infringes on others' religious beliefs or harms the reputation of Dhofar University or Oman.
9. Using bribery or threats to attempt to alter grades.

10. Verbally or physically assaulting any student or staff member of the university, either on or off campus.
11. Possessing or storing flammable materials or explosives on campus.
12. Engaging in acts of violence against oneself or others, endangering their lives or safety.
13. Failing to abide by hostel rules and regulations or violating traffic rules on campus.
14. Modifying university buildings, furniture, or facilities without securing necessary approval.
15. Misusing or destroying university property.

For more information, please refer to the university's Student Code of Conduct Policy.

Student Grievance

Grievance is a feeling that an unfair act has been committed, which constitutes grounds for complaint. The university has a well-defined student grievance policy and procedures through which student grievances are handled.

Academic grievances concern academic matters, including admission, assessment, attendance, dismissal, probation, cheating, and plagiarism. Should a student have an academic grievance, he or she is advised to first approach the concerned Level Coordinator and attempt to informally handle the issue. Should the issue persist, the student may lodge a formal complaint in writing on the appropriate grievance form. The form is available from the administrative section of the Centre for Preparatory Studies and should be submitted to the concerned Level Coordinator.

Non-academic grievances concern non-academic matters, including student support services, discrimination and harassment, cultural and religious sensitive issues, students may lodge a formal complaint to the Director of Centre for Preparatory Studies or Department of Student Affairs.

For more information, please refer to the **Student Grievance Policy**.

Student Feedback Policy

The Centre for Preparatory Studies seeks to provide opportunities for students to express their concerns about academic and nonacademic issues. Students are encouraged to:

1. Provide feedback in the DUSIS online survey at the end of every term.
2. Participate in the election of Student Council members.
3. Elect a class representative every term.
4. Use suggestion box for students' comments and feedback.

For more information, please refer to the **Student Feedback Policy**.

Filing a Petition

Student Petition:

CPS students may use the "online petition" feature available on the DU website. If they wish, students can submit any petition related to grades, challenge tests, or placement tests online.

Training and awareness sessions for students on this matter are organized by the CPS administration. Student advisors and IT instructors assist students in becoming familiar with the online petition system.

Students may also contact CPS secretaries for further clarification regarding the "Online Petition" system.

University Resources and Support Services

Library

The Centre for Preparatory Studies boasts a well-maintained, up-to-date library with a store of resource material for all disciplines, including the latest newspapers and magazines. It is adequately equipped with internet-connected computers, and students may expect peace and quiet for conducting research or completing assignments.

Learning Support Center

For those students who need additional academic support, the university offers tutoring at the Learning Support Center (LSC). The LSC provides students with individualized or group assistance in a supportive atmosphere for English, Math,

and IT.

Hostel Accommodation

Female students who are not from Salalah and require accommodation may choose to live in university hostels, both on- and off-campus. Hostels offer a home away from home. Each hostel is staffed by a warden and a full-time nurse. Fees are nominal. Students who live in hostels may eat at university cafeterias at subsidized prices. For more details, please refer to the administration directory.

Food and Refreshments

The university runs several cafeterias on campus to cater to students' needs. The cafeterias supply clean, fresh, hygienically prepared food at reasonable prices.

Health and Safety

The university values the health and safety of students and maintains a clinic to deal with emergencies on campus. A nurse is available on all working days from 8 a.m. to 3 p.m. Students are urged to report any matter likely to present a danger to health and safety. For more information, please refer to the Health and Safety Policy.

Student Counseling Services

The non-academic counseling program is an integral part of the teaching and learning process. The mission of Student Counseling Services is to promote students' emotional and psychological growth. Its goal is to enhance each individual's ability to learn, create, and be fully participating members of the university community. The staff consists of trained counselors who are qualified to help individuals assess and understand their personal issues. All counseling services are confidential. The office is located in the Student Affairs building.

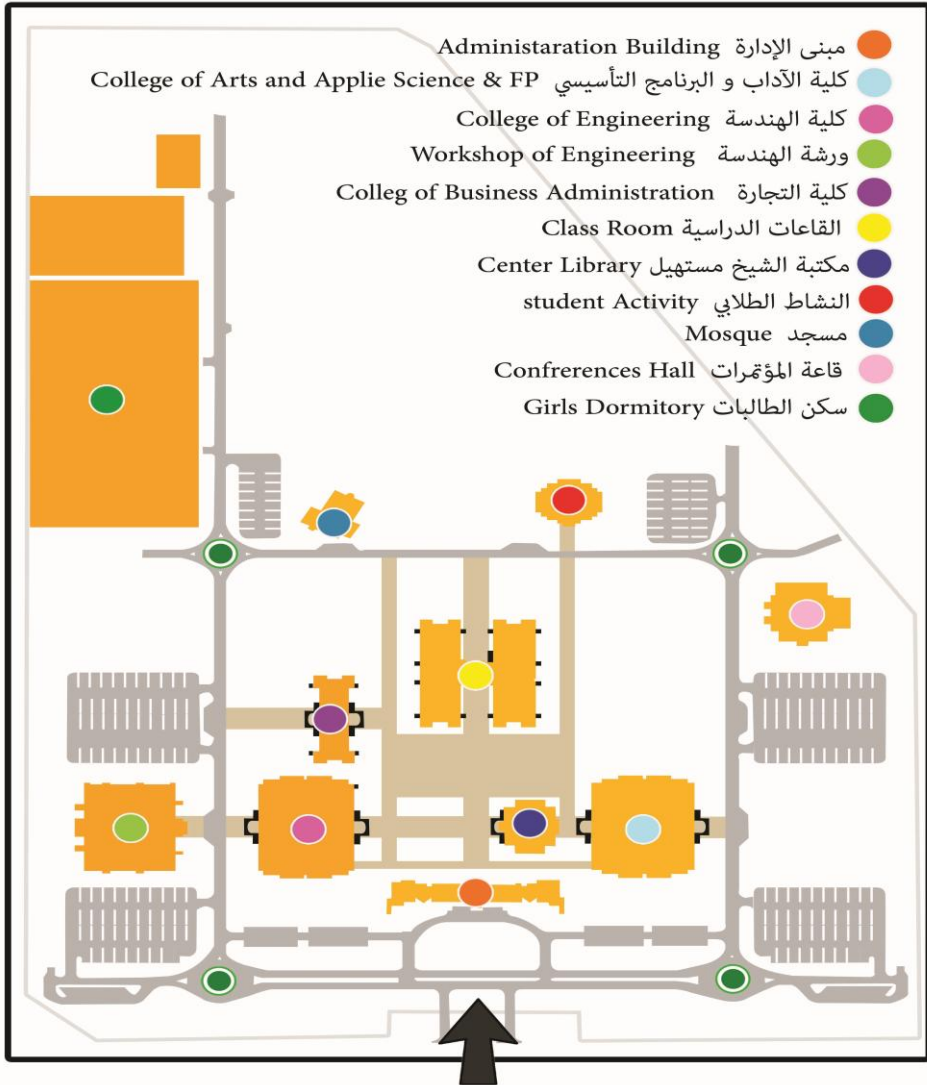
Student Activities Club

The Centre for Preparatory Studies conducts extracurricular activities to reveal the hidden potential of students, build confidence, and encourage initiative.

CPS Chronicle

The Chronicle is a magazine showcasing student work, featuring essays, stories, poetry, and artwork. It also publishes notable accomplishments by students and highlights important university events.

Map of Dhofar University



Websites:

Dhofar University Website: <https://www.du.edu.om/>

CPS Website: <https://cps.du.edu.om/>