



UNIVERSITY OF TECHNOLOGY AND APPLIED SCIENCES

IBRA Colleges of Technology

Department of Information Technology



Course Name: IT for Foundation (FPIT0001)	Contact Hours:	Theory (hr/week): 0	Academic Year: 2020-2021	Section(s): 2, 3, 12, 13
Course Level: Foundation		Practical (hr/week): 4	Semester: 3	Passing Grade: 50

College	Ibra College of Technology
Course Lecturer	Emelito O. Austria
Office No.	IT307
Office Hours	S2-TH:1-2pm, S3-WED:10-11am, S12-SUN:1-2pm, S13-MON:10-11am
Contact for Academic Inquiries	CoT Email Address: emelito@ict.edu.om
Course Coordinator(s)	Mr. Emelito O. Austria

Schedule of Course Lectures	Section	Day(s)	Time	Location
	2	Sunday	2:00pm–4:00pm	EL112
		Wednesday	12:00nn–2:00pm	
	3	Sunday	10:00am–12:00nn	EL114
		Monday	8:00am–10:00am	
12	Monday	12:00nn–2:00pm	EL108	
	Tuesday	2:00pm–4:00pm	EL112	
13	Wednesday Thursday	8:00am–10:00am 10:00am–12:00nn	EL114	

Course Goal(s):	<p>To introduce fundamental principles and concepts of:</p> <ol style="list-style-type: none"> 1. Computer Fundamentals 2. Basic Computer Operation and File Management 3. Word Processing 4. Presentation 5. Spreadsheets 6. Internet, WWW and Email <p>To ensure that students are equipped with the basic computing and IT skills necessary to source, process and communicate information related to their post-secondary or higher education studies in a variety of discipline</p>
------------------------	--

Course Objectives	Course Learning Outcomes	
Upon completion of this course, the students will be able to:	Upon completion of this course, the students will be able to:	
1. Understand and introduce concepts of Computer Fundamental and Basic Operation and File Management	Learning Outcomes:	
2. Work with Word, Spreadsheets, Presentation, Internet, WWW and Email.	Module	Outcomes
	1 Computer Fundamentals	1.1 Describe the main functional blocks of a computer system and how they work in sequence to process information. 1.2 Hardware:

		<p>1.2.1 Identify and 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.</p> <p>1.2.2 Compare and contrast different types of computers, including network computers, Personal computers, laptops, and PDAs.</p> <p>1.2.3 Explain the terms Hertz (incl. MHz, GHz) and byte (incl. KB, MB, GB, TB).</p> <p>1.3 Software:</p> <p>1.3.1 Identify and explain the different types of software: operating systems, application software and programming software.</p> <p>1.3.2 Install and uninstall software applications.</p> <p>1.4 Working with Computers:</p> <p>1.4.1 Identify the requirements for a computer suitable for purchasing for student usage.</p> <p>1.4.2 Demonstrate a basic understanding of computer ergonomics (seating, lighting, positioning, ventilation etc.) and explain the common health problems associated with computer usage and ways to avoid them.</p> <p>1.4.3 Explain the concept of software copyright.</p> <p>1.4.4 Explain the terms shareware, freeware, end-user license agreement.</p> <p>1.4.5 Explain the Omani data protection legislation.</p> <p>1.4.6 Demonstrate basic keyboard skills.</p>
	<p>2. Basic Computer Operation and File Management</p>	<p>2.1 Understand and demonstrate proper Switching-ON and Shutting-OFF of the computer.</p> <p>2.2 Open, modify, save, and close files and application programs.</p> <p>2.3 Successfully connect basic peripheral devices (e.g., a printer).</p> <p>2.4 Understand the hierarchical structure of drives, files, and folders.</p> <p>2.5 Understand the meaning and types of file extensions.</p> <p>2.6 Understand the different types of menus.</p>

		2.7	Save documents in any permitted location in different formats.
		2.8	Explain different types of viruses (including worms, Trojans etc.) and clean viruses and worm-infected systems with appropriate software.
		2.9	Explain Privacy issues, good passwords, and access rights.
		2.10	Demonstrate formatting of floppy disks and removable media; usage of USB drives, writing files to CD-R/RW media and backing up of data.
		2.11	Demonstrate Logging on and off a computer network.
		2.12	Demonstrate how to compress and decompress (zip/unzip) individual files and files in a folder.
		2.13	Demonstrate good password creation practice.
		2.14	Demonstrate searching for files and folders.
		2.15	Demonstrate the use of built-in help menu.
	3. Word Processing	3.1.	Recognize, open, modify, navigate, save, and close a word application file.
		3.2.	Open and close a new or existing document and switch between multiple documents
		3.3.	Understand various page set-up options, page orientation, page sizes and setting up of margins.
		3.4.	Understand the use of page layout, page borders and shading.
		3.5.	Display/hide toolbars.
		3.6.	Understand different types of menus in a word processing application.
3.7.		Explain the difference between text, paragraph, and document level formatting.	

- | |
|---|
| 3.8. Identify different text formats, e.g., bold, italic, font type, size and color; cases, subscript, superscript; different types of bullets/numbering etc. |
| 3.9. Understand changing the line spacing in a document and aligning text left, center, and right justified. |
| 3.10. Insert automatic page numbers, header/footer, foot/end notes, auto shapes, pictures, symbols, special characters etc. |
| 3.11. Use search/replace to find/replace a specific word/phrase in a document. |
| 3.12. Move/delete/resize picture/image/chart in a document or between different documents. |
| 3.13. Understand the use of borders and shading in a document. |
| 3.14. Demonstrate use of automatic spell/grammar checking & correction. |
| 3.15. Understand some basic short cut keys. |
| 3.16. Understand various print options and how to print documents after preview. |
| 3.17. Demonstrate formatting at the character, paragraph, and document levels. |
| 3.18. Demonstrate the ability to convert written text into a formatted electronic document. |
| 3.19. Insert text and/or characters and/or pictures/drawings from various sources. |
| 3.20. Demonstrate use of the copy/cut/paste functions. |
| 3.21. Explain the terms associated with a table, e.g.: column, row, cell, and demonstrate table creation, manipulation of cells, data insertion and formatting. |
| 3.22. Use built-in help functions. |
| 3.23. Understand and demonstrate the ability to print documents using various print options, using the default printer and a network printer. |

	4. Presentation	4.1. Recognize, open, modify, navigate, save and close a presentation application file.
		4.2. Identify and use different design layouts and presentation view modes.
		4.3. Use help system effectively.
		4.4. Demonstrate how to use display/hide toolbars.
		4.5. Identify and use different types of menus in a presentation application.
		4.6. Explain the difference between master slide and other slides.
		4.7. Explain Animation and Color scheme.
		4.8. Explain the main formatting features to improve the appearance of the slides.
		4.9. Demonstrate the ability to use various print options to print the presentation slides.
		4.10. Demonstrate the ability to insert pictures and objects to enhance the outlook of the presentation.
		4.11. Demonstrate the use of adding notes, header and footer, updated dates, and automatic numbering for the presentation.
		4.12. Demonstrate the ability to duplicate, move slides within the presentation and between open presentations.
		4.13. Demonstrate the use of transition and animation effects.
		4.14. Demonstrate the use of proofing tools to correct the content of the presentation.
		5.1. Recognize, open, modify, navigate, save, and close a spreadsheet application file.
		5.2. Identify the main components of a spreadsheet window.
		5.3. Explain the basic uses of spreadsheets.
		5.4. Create, Open, Save, and Close spreadsheets.
		5.5. Use the help system effectively.

	5. Spreadsheets	5.6. Identify and use the different menus and toolbars to set up the worksheets.
		5.7. Demonstrate how to insert, store and manipulate data.
		5.8. Demonstrate how to handle (Insert, rename, delete, duplicate, move etc.) worksheets.
		5.9. Generate various formulas using built-in functions and use them appropriately and correctly to solve problems.
		5.10. Demonstrate the formatting of data, cells, rows, and columns in a worksheet.
		5.11. Create and manipulate different types of charts/graphs on the worksheet data.
		5.12. Explain usage of formulas and functions in a worksheet.
		5.13. Explain generating various charts and graphs.
		5.14. Explain how to sort, link, and consolidate spreadsheets.
		5.15. Demonstrate the understanding of various print options and how to print spreadsheets and charts after appropriate page set-up and pre-view.
		5.16. Demonstrate use of the edit (copy/cut/paste etc.) functions.
		5.17. Demonstrates the ability to reproduce a handwritten table as an electronic spreadsheet.
		5.18. Demonstrates the ability to perform basic analysis of data using graphs and charts.
		6.1. Network and Internet Fundamentals: 6.1.1. Identify network fundamentals, types and the benefits and risk of network computing. 6.1.2. Understand the history and jargon associated with the Internet.

	6. Internet, WWW and Email	<p>6.2. Browsing the Internet:</p> <p>6.2.1. Identify the purpose of a browser in accessing information on the World Wide Web (WWW) and navigate the Web.</p> <p>6.2.2. Understand how to deal with web browser tools such as: Bookmark, display and hide built-in toolbars, deleting browsing history and print web pages.</p> <p>6.2.3. Be able to search the Internet for information using search engine such as: Google, Yahoo, Ask Me, etc.</p> <hr/> <p>6.3. Electronic Mail:</p> <p>6.3.1. Understand how electronic mail works including the components of electronic mail message, electronic mail address, and electronic mail options.</p> <p>6.3.2. Create an e-mail account, read, and send electronic mail messages, reply and forward electronic mail message, Use of Cc – Bcc, and manage attachments.</p> <p>6.3.3. Create a new address list, add, delete, and update a mail address to an address list.</p> <p>6.3.4. Manage the inbox through sorting messages, creating folders and finding message.</p> <p>6.3.5. Identify the sent items, deleted items, and Junk E-Mail folders.</p> <p>6.3.6. Identify the security issues with electronic mails.</p>
--	-----------------------------------	---

Motto

Where Technology is invented.

Vision

To be at the forefront of higher education institutions in technological education nationally and regionally.

Mission

To provide a high-quality learning, training and research environment towards developing technological, innovative and entrepreneurial capabilities to meet the ever evolving social and economic needs.

Graduate Attributes

Attribute 1: Effective communication	Group Skills
	Active listening
	Critical reading
	Confident speaking
	Focused writing
Attribute 2: Scholastic rigor and practical competence	Group Skills
	Creative thinking
	Problem-solving
	Analytical thinking
	Time management
	Dexterousness
	Knowledgeability
Attribute 3: Teamwork	Group Skills
	Collaboration
	Tolerance and flexibility
	Planning
	Organization
	Time management
Attribute 4: Lifelong learning	Group Skills
	Research skills
	Critical thinking
	Inquisitiveness
	Goal setting
	Commitment
	Adaptability

Attribute 5: Autonomy and accountability	Group Skills
	Work independently
	Confidence
	Responsibility
	Transparency
	Reliability
Attribute 6: Innovation	Authenticity
	Group Skills
	Imagination
	Aspiration
	Problem-solving
	Solution integration
	Visionary
Perseverance	
Attribute 7: Entrepreneurship	Group Skills
	Creativity
	Initiation
	Risk-taking
	Resilience
	Inspiration
Persistence	

Sources (Author, Title, Edition, Publisher, ISBN No.)	
Text Book(s)	<p>[1] New Perspectives on Computer Concepts, 2016, Introductory, June Hamrich Parsons.</p> <p>[2] Computer Concepts – Illustrated Introductory, 9th Edition, June Jamrich Parsons/Dan Oja, 2015.</p> <p>[3] Windows 10 Step by Step, Second Eition, Pearson Eduction, Inc., 2018.</p> <p>[4] Windows 10 Anniversary Update Bible, Rob Tidrwo Jim Boyce Jeffrey R Shapiro, 2017.</p> <p>[5] Windows 10 Simplified, John wiley & Sons Inc., 2015.</p> <p>[6] Cox, Joyce, Lambert, Joan and Frye, Curtis, “Microsoft Office 2016 Step by Step”, 2015, Microsoft Press</p> <p>[7] Frye, Curtis, “Microsoft Excel 2013Step by Step”, 2013, Microsoft Press</p>
Reference Book(s)	<p>[1] Outlook 2016 for Dummies, John Wiley & Sons, Inc., 2016.</p> <p>[2] Introducing Windows 10 for IT Professionals Technical Overview by ED BOTT Microsoft Press 2016.</p> <p>[3] Windows 10 Microsoft Edge: The Complete Guide, Alexander Mayward, 2015.</p> <p>[4] Cox, Joyce, “Microsoft Office Powerpoint 2007 Step by Step”, 2016, Microsoft Press</p> <p>[5] Tanenbaum, Andrew S and Wetherall, David J, “Computer Networks”, 2014, Pearson.</p>
E-brary Reference(s)	<p>[1] https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf</p> <p>[2] http://freecomputerbooks.com/Microsoft_Office_Word.html</p> <p>[3] http://freecomputerbooks.com/Microsoft_Office_Excel.html</p> <p>[4] http://freecomputerbooks.com/Microsoft_Office_Powerpoint.html</p> <p>[5] http://freecomputerbooks.com/First_Look_Microsoft_Office_2013.html</p>
Relevant Website(s)	<p>[1] https://www.computerhope.com/jargon/c/cpu.htm (Retrieved March, 2018)</p> <p>[2] http://www.techopedia.com/definition/1104/primary-memory. (Retrieved March, 2018)</p> <p>[3] http://www.techopedia.com/definition/2280/secondary-memory. (Retrieved March, 2018)</p> <p>[4] https://www.techopedia.com/definition/1119/storage-device (Retrieved March, 2018)</p> <p>[5] https://www.tutorialspoint.com/computer_fundamentals/index.htm (Retrieved March, 2018)</p> <p>[6] http://ecomputernotes.com/fundamental (Retrieved March, 2018)</p> <p>[7] https://en.wikipedia.org/wiki/Cloud_storage (Retrieved March, 2018)</p> <p>[8] https://en.wikipedia.org/wiki/Computer-aided_ergonomics (Retrieved March, 2018)</p> <p>[9] https://www.ita.gov.om/ITAPortal/MediaCenter/Document_detail.aspx?NID=56 (Retrieved March, 2018)</p>

Topics and Sub-Topics	Contact Hours		Time Plan (Week No.)	Methods for Coverage of Outcomes	Coverage of Graduate Attributes	Coverage of Learning Outcomes
	Theory	Practical				
1. Computer Fundamentals 1.1 Computer System 1.2 Hardware 1.3 Software 1.4 Computer Usage and Ethics / Ergonomics (Self-Study) (Discuss Only Topic Ergonomics its definition with 2 examples also with food habits, remaining part is Self-Study)	2:00	1:00	1,2	Lecture Discussion PPT, Videos and Online Activities	1, 2, 4, 5	1.1 to 1.4.6
2. Basic Computer Operations and File Management 2.1 Basic System and File Operation 2.2 File, Folders, Drives and their Structures 2.3 Compression and Decompression and Privacy and Security 2.4 Printing and Help (Self-Study)	0:00	3:30	2,3	Lecture Discussion Demonstration PPT Hands-on Exercises Online Activities	1, 2, 4, 5	2.1 to 2.15
6. Internet, WWW and Email 6.1 Network and Internet Fundamentals 6.2 Browsing the Internet (Self-Study) 6.3 Electronic Mail 6.4 Computer Use in Different Areas (Self-Study)	0:00	2:00	3	Lecture Discussion Demonstration Hands-on Exercises Online Activities	1, 2, 4, 5, 7	6.1 to 6.3.6
3. Word Processing 3.1 Word Files and Application Operations 3.2 Word Processing Environment (Menus, Toolbars, Help) 3.3 Page Setup Options and Toolbars 3.4 Character and Text Formatting 3.5 Document Editing and Formatting 3.6 Editing and Formatting Chart/Image/Picture/Object (Charts are Self-Study) 3.7 General Options (Self-Study) 3.8 Tables 3.9 Mail Merge 3.10 Understand some basic short cut keys. (Self-Study) 3.11 Using various print options	0:00	9:00	4-6	Demonstration Hands-on Exercises Student-Centered Learning Online Activities	1,2,4,5,6,7	3.1 to 3.23
4. Presentation (Self-Study) 4.1 Presentation and Presentation Application Operations Using MS PowerPoint 2016 4.2 Presentation Application Environment (Menus, Toolbars, Help) 4.3 Formatting Text, Slides, and Presentation 4.4 Inserting and Handling Objects 4.5 Design Layout and Presentation Views	0:00	2:00	6	Demonstration Hands-on Exercises Student-Centered Learning Online Activities	1,2,3,4,5,6,7	4.1 to 4.14

4.6 Notes and Slide Setup and Manipulation 4.7 Animation, Color Scheme, Transition and Animation Effects						
5. Spreadsheet 5.1 Spreadsheets and Spreadsheets Application Operations 5.2 Spreadsheets Application Environment (Menus, Toolbars, Help – (Self-Study)) 5.3 Handling Data 5.4 Handling Sheets 5.5 Formatting Data, Cells, Rows and Columns 5.6 Editing and Printing 5.7 Formula and Functions 5.8 Generating, Formatting, and Analyzing Chart/Graphs 5.9 Demonstrate the formatting of data and Sorting	0:00	9:00	7-9	Demonstration Hands-on Exercises Student-Centered Learning Online Activities Revision	1,2,4,5,6,7	5.1 to 5.18

ASSESSMENT PLAN			
	Assessment	Components	Marks
Continuous Evaluation	Test 1	Module 1, 2 & 6 (Module 1, 2 & 6)	15
	Quiz 1	Module 3 (MS Word)	10
	Assignment	Module 4 (MS PowerPoint)	10
	Quiz 2	Module 5 (MS Excel)	10
	Final	Module 1, 2, 3, 4, 5 & 6	55
		TOTAL	
Final Exam Breakdown	Module 1 – Computer Fundamental (Theory)		3.5
	Module 2 – Basic Computer Operations and File Mgt. (Practical)		3.5
	Module 3 – MS Word (Practical)		20
	Module 4 – MS PowerPoint (Practical)		5
	Module 5 – MS Excel (Practical)		20
	Module 6 – Internet (Practical)		3

Grading Scheme	
Range	Grade
95 -100	A+
90 - 94	A
85 - 89	A-
80 - 84	B+
75 - 79	B
70 - 74	B-
65 - 69	C+
60 - 64	C
55 - 59	D+
50 - 54	D
< 50	F

ASSESSMENT GUIDELINES

Continuous Assessment

1. Tests/Exams

- This contributes for 70% of the total marks obtained by the student.
- Two Tests will evaluate the basic understanding of computer terminology and usage of common application software and practical skills.
- Duration of **Test 1: 30 Minutes; Final: 3 Hours**

2. Assignment

- This contributes for 10% of the marks.
- Student can select any topic and prepare a PowerPoint presentation according to the guidelines that will be given to the students.
- Students will be given a period of 10 days to produce their assignment.
- The assignment will improve their learning and communication skills and also train them to develop presentations.

3. Quizzes

- This contributes for 20% of the total marks obtained by the student.
- A total of two (2) quizzes will evaluate student's practical skills on word processing and spreadsheet program.
- Duration of each quiz: **1 Hour**

4. Self-Learning

- Few outcomes will be given as self-study for the students to learn on their own to inculcate professionalism and flexibility and learn independently using the Information Technology and E-learning.

Note:

- A student must take up the tests for the course.
- If a student fails to appear for any of the activities without a valid excuse, his/her mark will be set to zero for that activity.
- Absentees with genuine reasons only will be allowed to take the test and the quiz.

College Principles / Values	Assessment & Activities (Study Skill)	Mapping with College Principles/ Values
<p>1. Integrity - To demonstrate ethical practices in all transactions, interactions and processes.</p> <p>2. Professionalism - To apply agreed rules and regulations, following set policies including code of conduct and standard operating procedures and working diligently to attain set outcomes.</p> <p>3. The Pursuit of Knowledge and Excellence - To establish life-long learning excellence in technological knowledge acquisition, application and innovation.</p> <p>4. Participation & Partnership - To enhance participation and partnership relations within and beyond the Colleges of Technology</p>	Information Provided in CDP	2
	Group/Unique Assignment	3, 4
	Usage of OER	3, 4
	Class activity	3
	Self- Learning	2, 3
	E-Learning	3, 4
	Usage of Moodle by means of Mobile	4
	Group Discussion / Activities	4
	Plagiarism (Information Provided in CDP)	1, 4

Class Behavior & Attendance Guidelines	
Cheating	<p>In case an accusation of cheating during a Test and it is proven, the following will be imposed: Disciplinary Action for Cheating Case/s:</p> <ul style="list-style-type: none"> • First Offense : Zero Mark • Second Offense : Dismissal from the college
Plagiarism	<p>Plagiarism occurs when other's work such as print material, images, audio-visual creations, computer programs, electronic materials, etc. are used without appropriate acknowledgement.</p> <p>Disciplinary Action for Student Plagiarism:</p> <ul style="list-style-type: none"> • First Offense : Written warning and repeat the work • Second Offense : Zero mark and suspension for one semester • Third Offense : Dismissal from the college
Attendance	<ul style="list-style-type: none"> • Students will get the first warning letter if his/her absence reaches 10 % without any valid excuses, second warning letter will be issued for 20 %. If the absence reaches 30 %, a Debar Letter will be issued. • A student will be considered as LATE when s/he arrives after 10 minutes of the class start time. Being LATE for THREE times in a class will be considered as ONE class absence. • If a student failed to take any of the tests with a valid reason, s/he has to submit the supporting documents within one week from the date of examination which s/he failed to attend.

Health & Safety	<p>Colleges of Technology are committed to provide a healthy and safe working and learning environment for staff, students, and visitors. Students are requested to.</p> <ul style="list-style-type: none"> • manage and maintain a work environment where risks to health and safety are minimal. • be aware and protected against hazards at the workplace. • help the college in protecting staff, students, and visitors from any dangers in case of emergency or crisis. • read the procedures from this policy, that are to be followed in case of events such as fire, smoke, natural calamities, and accidents
----------------------------	--

Prepared by:			
Section No.	Lecturer Name	Signature	Date
1,17	Ms. Mallika Banu		
2,3,12,13	Mr. Emelito O. Austria		
4	Mr. Jeelani Basha		
5,6	Dr. K. Kumar		
7,8	Dr. Senthil Kumar Moorthy		
9	Dr. Mathivanan V		
10	Dr. Ram Kumar Madhavan		
11,15	Ms. Sherin Thomas		
14,16	Mr. Srinivas Valmeekam		
18	Mr. Mohammed Rafi		
19	Ms. Zaina Rashid Salim Al Jufaili		
Date of Submission: 27 th April 2021			

Approved by:			
Designation	Name	Date	Signature
Head of the Section	Mr. Mohammed Tariq Sheikh		

Calendar of Activities AY: 2020 – 2021

Week No.	SUN	MON	TUE	WED	THU	1st Class	2nd Class	3rd Class (Self-Study)	Remarks
1	2-May	3-May	4-May	5-May	6-May	Module 1	Module 1	Module1	2nd - Teaching Begins [Tentative]
2	9-May	10-May	11-May	12-May	13-May	Module 2	-	Module 2	Eid Holidays [Tentative]
3	16-May	17-May	18-May	19-May	20-May	Module 2	Module 6	Module 6	
4	23-May	24-May	25-May	26-May	27-May	Module 3	Module 3	Module 3	
5	30-May	31-May	1-Jun	2-Jun	3-Jun	Module 3	Test 1 / Module 3	Module 3	Test 1
6	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	Module 3	Module 4 – Self Study	Module 3/4	Assignment Distribution
7	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun	Quiz 1 / Module 5	Module 5	Module 5	Quiz 1 / Assignment Submission
8	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	Module 5	Module 5	Module 5	
9	27-Jun	28-Jun	29-Jun	30-Jun	1-Jul	Module 5	Quiz 2 / Revision	Module 5	Quiz 2 01-Jul: Last Day of Teaching & Announcement of Total CA Marks