Department of Information Technology

Course Name: IT for Foundation (FPIT0001)	Contact Hours:	Theory (hr/week): 0	Passing Grade: 50
Course Level: Foundation		Practical (hr/week): 4	

Course Goal(s):	To introduce fundamental principles and concepts of: 1. Computer Fundamentals 2. Basic Computer Operation and File Management 3. Word Processing 4. Presentation 5. Spreadsheets 6. Internet, WWW and Email 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

Course Objectives

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

2. Work with Word, Spreadsheets, Presentation, Internet, WWW and Email.

Course Learning

Upon completion of this course, the students will be able to:

Learning Outcomes:|

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:
	  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.
	  1.2.2 Compare and contrast different types of computers, including network computers, Personal computers, laptops and PDAs.
	  1.2.3 Explain the terms Hertz (incl. MHz, GHz) and byte (incl. KB, MB, GB, TB).

	1.3 Software: 1.3.1 Identify and explain the different types of software: operating systems, application software and programming

		1.3.2 Install and uninstall software applications.
		1.4 Working with Computers:
		1.4.1 Identify the requirements for a computer suitable for purchasing for student usage.
		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.
		1.4.3 Explain the concept of software copyright.
		1.4.4 Explain the terms shareware, freeware, end-user license agreement.
		1.4.5 Explain the Omani data protection legislation.
		1.4.6 Demonstrate basic keyboard skills.
2.	**Basic Computer Operation and File Management**	1.1 Understand and demonstrate proper Switching-ON and Shutting-OFF of the computer.
		1.2 Open, modify, save and close files and application programs.
		1.3 Successfully connect basic peripheral devices (e.g. a printer).
		1.4 Understand the hierarchical structure of drives, files and folders.
		1.5 Understand the meaning and types of file extensions.
		1.6 Understand the different types of menus.
		1.7 Save documents in any permitted location in different formats.
		1.8 Explain different types of viruses (including worms, Trojans etc.) and clean viruses and worm-infected systems with appropriate software.
		1.9 Explain Privacy issues, good passwords and access rights.
		1.10 Demonstrate formatting of floppy disks and removable media; usage of USB drives, writing files to CD-R/RW media and backing up of data.
		1.11 Demonstrate Logging on and off a computer network.
		1.12 Demonstrate how to compress and decompress (zip/unzip) individual files and files in a folder.
		1.13 Demonstrate good password creation practice.
		1.14 Demonstrate searching for files and folders.

		1.15 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.

	5.6. 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. Spreadsheets	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 hand written table as an electronic spreadsheet.
	5.18. Demonstrates the ability to perform basic analysis of data using graphs and charts.

6. Internet, WWW and Email	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.

	6.2. Browsing the Internet:
	
	   6.2.1.Identify the purpose of a browser in accessing information on the World Wide Web (WWW) and navigate the Web.
	
	   6.2.2.Understand how to deal with web browser tools such as: Book Mark, display and hide built-in toolbars, deleting browsing history and print web pages.
	
	   6.2.3.Be able to search the Internet for information using search engine such as: Google, Yahoo, Ask Me, etc.

6.3. Electronic Mail:

    6.3.1. Understand how electronic mail works including the components of electronic mail message, electronic mail address, and electronic mail options.

    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.

    6.3.3. Create a new address list, add, delete, and update a mail address to an address list.

    6.3.4. Manage the inbox through sorting messages, creating folders and finding message.

    6.3.5. Identify the sent items; deleted items, and Junk E-Mail folders.

    6.3.6. Identify the security issues with electronic mails.