

## PREPARATORY STUDIES PROGRAM

FPCS0001 - Computing Skills

### Course Delivery Plan – Spring 2024

Weeks	Modules	Topics	Labs	Assessments	Remarks
Week 1 (11-15 Feb. 2024)	Module 1: Computer Fundamentals	Overview of the course: <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Progression / GFP Prospectus</li> </ul> Basics of a computer <ul style="list-style-type: none"> <li>• What is a computer?</li> <li>• Basic Parts of a Computer:</li> <li>• Classifications of computers</li> </ul>			
		Hardware: <ul style="list-style-type: none"> <li>• Motherboard</li> <li>• The Central Processing Unit (CPU) : Processor Speed / Parts of the processor / How a processor works?</li> <li>• Memory</li> </ul>			
Week 2 (18-22 Feb. 2024)	Module 1: Computer Fundamentals	Hardware: <ul style="list-style-type: none"> <li>• Input devices</li> <li>• Output devices</li> <li>• Storage Devices</li> <li>• Units used to measure the memory capacity</li> </ul>			
		Software: <ul style="list-style-type: none"> <li>• Types of software</li> <li>• Installing and uninstalling software</li> <li>• Software Copyrights</li> <li>• Factors considered when buying a new computer</li> <li>• Ergonomics</li> </ul>			
Week 3 (25-29 Feb. 2024)	Module 2: Basic Computer Operation and Files Management	<ul style="list-style-type: none"> <li>• Starting / shutting down / restarting the computer</li> <li>• Sign in / Sign out from a computer</li> <li>• System configuration</li> <li>• Desktop and icons</li> <li>• Common parts of a computer of a window</li> <li>• Saving files</li> <li>• File managements with windows 10</li> <li>• Windows explorer</li> <li>• Files and folders operation</li> <li>• Creating new files/folders</li> <li>• Renaming / Selecting / copying / deleting files and folders</li> <li>• Changing views / searching files / folders.</li> </ul>			
Week 4 (3-7 Mar. 2024)	Module 2: Basic Computer Operation and Files Management	<ul style="list-style-type: none"> <li>• Files and folders properties.</li> <li>• Files extensions.</li> <li>• Formatting removable devices.</li> <li>• Data compression and extraction</li> <li>• Printing from an installed printer.</li> <li>• Using get help</li> </ul>			
			Lab 1		

## PREPARATORY STUDIES PROGRAM

Weeks	Modules	Topics	Labs	Assessments	Remarks
Week 5 (10-14 Mar. 2024)	Module 3: Internet, WWW and Email	<ul style="list-style-type: none"> <li>What is a computer network?</li> <li>Computer network types.</li> <li>What is the internet?</li> <li>History of the internet</li> <li>World wide web</li> <li>Web browser</li> <li>URL and the address bar</li> <li>Bookmarks and history</li> </ul>			
		<ul style="list-style-type: none"> <li>Search engines</li> <li>Electronic mail</li> <li>Social networking</li> <li>Essential concepts of cloud storage.</li> <li>Effects of IT in the society.</li> </ul>			
Week 6 (17-21 Mar. 2024)	Module 3: Internet, WWW and Email		Lab 2		
	Module 4: Information Security	<ul style="list-style-type: none"> <li>Computer network security risks</li> <li>Risk to personal and organization data</li> <li>Computer malware</li> <li>Security issues and electronic mails</li> <li>Safeguards against computer malware</li> <li>Strong password</li> </ul>			
Week 7 (24-28 Mar. 2024)	Module 4: Information Security	<ul style="list-style-type: none"> <li>Backup and recovery</li> <li>Regular updating software</li> <li>Digital certificate</li> <li>Encryption and decryption</li> <li>Privacy issues</li> </ul>		Test 1	
		<ul style="list-style-type: none"> <li>Firewall / Antivirus software</li> <li>Security features in Windows10               <ul style="list-style-type: none"> <li>User account control</li> <li>Windows defender</li> <li>Windows firewall</li> </ul> </li> <li>The electronic transaction laws</li> </ul>			
Week 8 (31 Mar-4 Apr. 2024)	Module 5A: Microsoft Word	<ul style="list-style-type: none"> <li>Working with the interface</li> <li>Creating and opening documents</li> <li>Opening and saving documents</li> <li>Formatting text</li> <li>Using find and replace</li> <li>Page layout / Page orientation / page size / page margin</li> <li>Printing documents</li> </ul>		Group Activity (Given to students)	
		<ul style="list-style-type: none"> <li>In-lab MS Word Exercises (Provided by the instructor)</li> </ul>			
Week 9 (7-11 Apr. 2024)	Module 5A: Microsoft Word	<ul style="list-style-type: none"> <li>Headers and footers</li> <li>Page numbers</li> <li>Inserting / Formatting pictures</li> <li>Shapes</li> <li>Tables</li> <li>Checking spelling and grammar</li> </ul>			
			Lab 3		

## PREPARATORY STUDIES PROGRAM

Weeks	Modules	Topics	Labs	Assessments	Remarks
Week 10 (14-18 Apr. 2024)	Module 5B: Microsoft PowerPoint	<ul style="list-style-type: none"> <li>Working with the interface</li> <li>Creating the presentation</li> <li>Adding texts / Adding tables / Adding charts / Adding SmartArt / Adding pictures / adding video</li> <li>Saving the presentation</li> <li>Understanding slides and slide layouts</li> <li>Organizing slides</li> <li>Working with slides (Duplicating / moving / deleting / copying and pasting)</li> <li>Using blank slides / adding text box and slide notes.</li> <li>Customizing slides</li> <li>Applying themes</li> </ul>		Self-learning activity	The PPT section should be learned by students as a self-learning , with the support of the lecturer.
		<ul style="list-style-type: none"> <li>Slide master view</li> <li>Inserting headers, footer and lists</li> <li>Applying formatting and styles to text</li> <li>Creating bulleted and numbered lists</li> <li>Applying transition between slides</li> <li>Animating slide contents</li> <li>Printing the presentation</li> </ul>			
Week 11 (21-25 Apr. 2024)	Module 5B: Microsoft Excel	<ul style="list-style-type: none"> <li>Working with the interface</li> <li>Worksheet views</li> <li>Creating and opening excel document</li> <li>Using templates</li> <li>Understanding cells</li> <li>Saving a workbook</li> <li>Working with cells and worksheets</li> <li>Formatting cells</li> </ul>			
		<ul style="list-style-type: none"> <li>In-lab MS Excel Exercises (Provided by the instructor)</li> </ul>			
Week 12 (28 Apr-2 May 2024)	Module 5B: Microsoft Excel	<ul style="list-style-type: none"> <li>Formulas</li> <li>Basic excel functions</li> <li>Formatting cell contents</li> </ul>			
		<ul style="list-style-type: none"> <li>In-lab MS Excel Exercises (Provided by the instructor)</li> </ul>			
Week 13 (5-9 May 2024)	Module 5B: Microsoft Excel	<ul style="list-style-type: none"> <li>Charts</li> <li>Handling sheets (Inserting sheets / Removing sheets / hiding and unhiding sheets)</li> <li>Editing and printing</li> </ul>			
			Lab 4		
Week 14 (12-16 May 2024)		<ul style="list-style-type: none"> <li>Group activity and Self- learning Activity assessment</li> </ul>		Test 2	
Week 15 (19-23 May 2024)	<b>Revision</b>				