



**Course Descriptor**  
**FPIT001 Foundation Program IT1**

<b>ACADEMIC YEAR</b>	2020-21		
<b>Course Code &amp; Title</b>	FPIT001 Foundation Program IT1		
<b>Credit hours</b>		<b>Level of study</b>	IT Level 1
<b>College / Centre</b>	CLFS		
<b>Co-requisites</b>		<b>Pre-requisites</b>	NA

**1. COURSE OUTLINE**

[Foundation Program IT level 1 will cover 3 main Module namely (i)**Computing Fundamentals**, (ii) **Word Processing Software** (iii) **E-Mail Communications**. During the Studies, students are required to understand the concept of Personal computers. Hardware, file management, Windows and familiarity with good quality documentation Software such as MS Word 365 and E-Mail Services such as MS Outlook.]

**2. AIMS**

[Foundation Program IT component level 1 at A 'Sharqiyah University aims to develop the students to equip with the computing and IT knowledge and skills which are necessary to source, process and communicate information and data related to their higher education studies at University or in another University or community college]

**3. LEARNING OUTCOMES, TEACHING, LEARNING and ASSESSMENT METHODS**

<b>Learning Outcomes (Definitive)</b>	<b>Teaching and Learning methods (Indicative)</b>	<b>Assessment (Indicative)</b>
Upon successful completion of this course, students will be able to:		
<b>1. Explain :</b> <b>Computing Fundamentals</b> a) Different kinds of Computers b) Computer Functional Block, c) Input and Output devices. d) Criteria to buy a new computer & Ergonomics e) Windows f) File Management	<b>Lectures</b> :- Computers All Around Us, Elements of a personal Computer, Using Input Output Devices, Using Storage Devices, Buying a Computer, Basic Keyboard Skills, Computer Ergonomics, Looking at Windows Desktop, Windows Application Programs, Looking at Files and Folders, Managing Software. <b>Book:</b> Study Materials: - Fundamentals of Computing with MS Outlook 2010 and MS Word 2010) <b>Presentations:</b> Slide Presentations, <b>Lab Work:-</b> Exercise	Quiz 1, Assignment , Mid Term Exam, Final Exam, Class Work, Presentations, Home Practice
<b>2. Demonstrate:</b>  Word Processing Software	<b>Lectures:-</b> Creating a document, Formatting Text,	Project work, Final Lab Exam, Class Work, Presentations, Home Practice



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<ul style="list-style-type: none"> <li>a. Formatting the text</li> <li>b. Page layout Formatting</li> <li>c. Inserting Various Objects</li> <li>d. Applying References</li> <li>e. Tables &amp; Proofing the documents</li> <li>f. Views, Printing &amp; Help</li> </ul>	<p>Page Layout, Working with Graphics, Header and footer, Tables, Proofing Your Document (Book: Study Materials: - Fundamentals of Computing with MS Outlook 2010 and MS Word 2010 <b>Presentations:</b> -Slide Presentations, <b>Lab Work:</b>-Exercise ,etc</p>	
<p><b>3. Execute:</b> Email</p> <ul style="list-style-type: none"> <li>a. Create an e-mail account, read, send, reply and forward</li> <li>b. Attachment, signature</li> <li>c. Managing the inbox</li> <li>d. Security issues</li> </ul> <p>Contact and group contact</p>	<p><b>Lectures:</b> -Using Microsoft Outlook 2010(Book: Study Materials:-Fundamentals of Computing with MS Outlook 2010 and MS Word 2010) <b>Presentations:</b> -Slide Presentations <b>Lab Work:</b>-Exercise ,etc</p>	<p>Quiz 2, Assignment 2, Class Work, Presentations, Home Practice</p>
<p><b>4. Understand:</b> Study Skills</p> <ul style="list-style-type: none"> <li>a. Managing Time and Accepting Responsibility</li> <li>b. Taking Notes</li> <li>c. Research Skills</li> <li>d. Presentation Skills</li> </ul>	<p><b>Portfolio</b> Date one's notes MS Word and project work, Assignments, Tasks. Presentations.</p>	<p>Portfolio, Project work and Tasks</p>

#### 4. ASSESSMENT WEIGHTING

Assessment	Percentage of final mark (%)
Final Exam	40%
Midterm	20 %
Quizzes	15 %
Project Work	10 %
Portfolio	5 %
Participation	10 %
<b>TOTAL</b>	<b>100%</b>

#### 5. ACHIEVING A PASS

Students will achieve **35** credit hours for this course by passing **ALL** of the course assessments and achieving a **minimum overall score of 60 %**

***NB \*Ensure that ALL learning outcomes are taken into account***



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<b>6. COURSE CONTENT (Indicative)</b>	
<b>LECTURE TOPIC</b>	<b>TIME (HOURS)</b>
<b>Basic Keyboard Skills :-</b> The Keyboard <a href="#">Practical Session for typing</a>	1h:30m
<b>MICROSOFT OUTLOOK 2010</b> What is Outlook?, Looking at the Outlook Screen, Add an e-mail account, Create a new e-mail message, Creating a New Message Main Components ,Forward or reply to an e-mail message, Add an attachment to an e-mail message Open or save an e-mail message attachment	1h:30m
<b>MS Outlook 2010:-</b> Working with Contact, Adding a New Contact Create a signature, Add a signature, Add an e-mail signature to messages,, Security issues with emails. <b>MS Outlook 2010:</b> Create group; Group contact, message to group, saving on different location	1h:30m
<a href="#">Practical Session for MS Outlook</a>	1h:30m
<b>Module 1: Lesson 1. Types of Computers:-</b> Supercomputers, Mainframe Computers, Calculators, Portable Media Player, Tablet PCs, Personal Digital Assistant, Mobile Computers, Microcomputers, Laptop, Network Computers	1h:30m
<b>Lesson 2. Computer System -Main functional blocks</b> Random Access Memory (RAM), The Microprocessor Chip, Looking at Memory, Read Only Memory (ROM) BIOS, Computer Organization block and its operations <b>Using Storage Devices:-</b> Remote Storage Systems, Using Optical Drives, Optical Writers, Tape Drive, Flash Drive, Memory Card, Using Hard Disk Drives.	1h:30m
<a href="#">Revision &amp; Assessment – 1 (Learning Outcome 1)</a>	1h:30m
<b>Lesson 3. Hardware - Input/ Output Devices:</b> - What are Input Output Devices, Input Devices, Keyboard, Mouse, Touchpad, Scanner, Microphone, Output Devices, Monitor, Printers, Laser Printer, Inkjet printer, dot matrix printer, plotter, speaker, different connecting ports	1h:30m
<b>MODULE 3: MICROSOFT WORD 2010</b> <b>Creating a document:-</b> Introduction, Help, Opening the documents, Save a document, Saving an Existing Document, Saving in Different Formats, Close the document, Display and hide tool bars, Switching Between Documents, printing <b>Formatting Text:-</b> Basic formatting Format Text Characters, Align Text, Use The Format Painter Tool, Positions, Identify Different Types Of Indents, Font group, and Paragraph group oh Home Tab	1h:30m
<a href="#">Practical Session for MS Word Home tab</a>	1h:30m



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<p><b>Lesson 4. Buying a New Computer and considering Computer Ergonomics:-</b> Purpose for Purchasing a New Computer Desktop or Laptop?, Processor Speed , RAM Size, Warranty, Peripheral Hardware, Operating System, Graphics Card, Price, Size of Hard Disk Drive</p> <p><b>Computer Ergonomics:</b> - Preventing Personal Injuries, Computer ergonomics, What is Ergonomics?</p>	1h:30m
<p><b>Formatting Text:</b> - Sort, Line and paragraph spacing, styles, Find and replace, Bullets And Numbering, Styles, Clipboard, Editing Groups from Home tab</p>	1h:30m
<p><b>Mid Term Exam (Learning Outcomes 1,2)</b></p>	1h:30m
<p><b>Lesson 5. Looking at the Windows Desktop:</b> - What is Windows Desktop? Using Scroll Bars, Exiting computer properly ,Using the Task Bar Using a typical window ,Moving a Window ,Sizing a Window Start Menu.</p> <p>Managing Application Programs ,Installing a New Program, Why isn't the Program Working?, Uninstalling a Program, How to install Microsoft Office 2010</p> <p><b>Built-In help</b> - Computer Properties, Using Windows Help and Support Getting additional Technical Support</p>	1h:30m
<p><a href="#">Practical Session for MS Word Home tab</a></p>	1h:30m
<p><b>Working with Graphics:-</b> Adding Special Characters, Inserting ClipArt, Shapes, SmartArt, Chart, Screenshot, WordArt, Inserting Pictures, <b>Table of contents</b> Add an end note, Adding Page Numbering</p> <p>Add a footnote, Header and footer</p> <p><b>Proofing Your Document:-</b> How to Create a Table of Contents, To activate Thesaurus, Checking the Spelling and Grammar using review tab</p>	1h:30m
<p><a href="#">Practical Session for MS Word Insert tab</a></p>	1h:30m
<p><b>Lesson 6 Looking at Files and Folders:</b> - Different types of Files, Hierarchical Structure of Files and Folders</p> <p>Files, Folders and Shortcuts, Creating Folder, Renaming a Folder</p> <p>Changing the views of Files &amp; Folders, Extra Large Icons</p> <p>Renaming Files and Folders, Medium Icons, Small Icons, List, Tiles, Contents, File Extensions, Searching for Files &amp; Folders</p> <p>Copying and Moving Files and Folders, Large Icons, Working with Multiple Windows, zipping a File or Folder, Write files to a CD or DVD Process of Unzipping</p>	1h:30m
<p><b>Assessment 2 (Learning Outcome 4)</b></p>	1h:30m
<p><b>Tables:</b> - Table creation, Changing the Alignment, Apply table styles, Sorting Information in a Table, Merging and Splitting Cells. Various Print Options</p>	1h:30m
<p><a href="#">Practical Session for MS Word Insert tab</a></p>	1h:30m
<p><b>Page Layout :-</b> Changing the Orientation, Page Color, Changing Margins, Page borders, Water mark, Changing the Paper Size, columns</p>	1h:30m
<p><a href="#">Practical Session for MS Word</a></p>	



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Practical Session for Page Layout	1h:30m
Practical Session for MS Word-Over All	1h:30m
Model Exam	1h:30m
Practical exam	1h:30m
Moodle Practice	1h:30m
Final Exam	1h:30m
<b>TOTAL HOURS</b>	
Plus <b>RECOMMENDED INDEPENDENT STUDY HOURS</b>	
<b>TOTAL COURSE HOURS</b>	

**7. RECOMMENDED READING**

**Core text/s:**

[< CLFS – IT level 1 Students' Handouts from Moodle >](#)

**Library + online resources:**

1. Sue Wong, Kenny Lee, M. Caunt, K. Hegedus and L. Melcombe. (2011) Computing fundamentals: IC<sup>3</sup> Internet and Computing Core Certification Guide . Langley. CCI Learning Solutions Inc.

2. Sue Wong, Kenny Lee, M. Caunt, K. Hegedus and L. Melcombe. (2011) Key Applications: IC<sup>3</sup> Internet and Computing Core Certification Guide. Langley. CCI Learning Solutions Inc...

3 . Timothy J. O'Leary / Linda I. O'Leary / Daniel A. O'Leary (2015) Computing Essentials 2015: Complete. USA: McGraw-Hill Education

4. Infotech English for computers users' Fourth edition, Cambridge, New York

**Weblinks**

1. [https://www.slideshare.net/visualbeeNetwork/computer-hardware-and-software-8202301?next\\_slideshow=1](https://www.slideshare.net/visualbeeNetwork/computer-hardware-and-software-8202301?next_slideshow=1)

2. <https://www.gcflearnfree.org/word2010/>

3. <https://www.microsoft.com/en-hk/learning/course.aspx?cid=50535>