Course Descriptor
FPIT002 & Foundation Program IT2

Proposed Academic Year	20-21	Last Reviewed Academic Year	19-20
Course Code	FPIT002	Course Title	Foundation Program IT Level 2
Credit hours		Level of study	2
College / Centre		Department	CLFS
Co-requisites		Pre-requisites	IT1

1.   COURSE OUTLINE

[Foundation Program IT level 2 covers 3 main Module namely (i) **Network Fundamentals & Security** (ii) **Spreadsheet Software** (iii) **Presentation Software.** During the Studies, students are required to understand the concept of Networks, Virus, Data Security, Web Browsers and familiarity with good quality Spread Sheet Software such as MS Excel 365 and Presentation Software such as MS PowerPoint 365.]

2.   AIMS

[Foundation Program IT component level 2 at A 'Sharqiyah University aims to develop the students to equip with Advanced Internet knowledge & Cyber Security 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

Learning Outcomes *(Definitive)* Upon successful completion of this course, students will be able to**:**	Teaching and Learning methods *(Indicative)*	Assessment *(Indicative)*
1. Demonstrate: **Presentation Package** a) Slide layouts, views b) components of the presentation c) helps system d) Animation, transition effects. e) Objects, Action buttons. f) adding notes, header	**Lectures** :- Getting started with PowerPoint, Setting Up the Presentation, Various Formatting Features and Color Scheme, Working with Objects, Enhancing The Presentation **Presentations**: Slide Presentations, **Lab Work**:- Exercise	Quiz 2,Assignment , Class Work, Presentations, Home Practice

g) proofing tools
h) master slide
i) Print options.
j) photo album
k) Package

2. Demonstrate:

Spreadsheets
   a. File Tab, components of spreadsheet
   b. help system and uses of spreadsheets
   c. built-in functions, Math Formula
   d. Types of charts/graphs
   e. sort, link and consolidate
   f. Conditional formatting
   g. Various print options
   h. Electronic spreadsheet

Lectures:- Getting Started with Excel, Manipulating the information, Charts and Graphs, Consolidate, Print Spread Sheet.
Presentations:-Slide Presentations, **Lab Work:-** Exercise ,etc.

Project work, Final Lab Exam, Class Work, Presentations, Home Practice

3. Explain:
Computer Networks and Cyber Security

a)   Software
b)   Viruses
c)   Networking
d)   Browsing the Internet
e)   Data protection

Lectures:- Software, Viruses, Network and Internet Fundamentals, Browsing the Internet, Risks of Computing and Impacting Society.
Presentations:-Slide Presentations, **Lab Work:-** Exercise

Class Work, Presentations, Home Practice,Quiz1,Midterm,Final Exam

4. Understand:
Study Skills
   a. Managing Time and Accepting Responsibility
   b. Taking Notes
   c. Research Skills
   d. Presentation Skills

Portfolio
Date one's notes
 Project work, Assignments, Tasks.
Presentations,

Portfolio, Project work and Tasks

4.   ASSESSMENT WEIGHTING

Assessment	Percentage of

	final mark (%)
Final Exam	40%
Midterm	20 %
Quizzes	15 %
Project Work	10 %
Portfolio	5 %
Participation	10 %
TOTAL	**100%**

5.	ACHIEVING A PASS	

Students will achieve **xx** credit hours for this course by passing **ALL** of the course assessments *[alternatively, list the compulsory pass assessments*]* and achieving a **minimum overall score of xx%**

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

6.	COURSE CONTENT (Indicative)

Getting started with PowerPoint:- Introduction to PowerPoint, Getting started with PowerPoint, Creating a Presentation, Opening A Presentation ,Presentation View Modes, To Print the Presentation, Saving A Presentation, Closing a Presentation. Practical Session	1h:30m
Getting started with PowerPoint:- Working With Presentation, Switching Between Presentations, Saving A Presentation In Another File Type, Identify the layouts, insert new slides, moving, duplicating, hiding slides. Usage of help system Animation and transition of **Presentation: -** creation of presentation with various insertion objects like clipart, picture, SmartArt, Chart, textbox etc, Applying animation transition, Sound, advance by time. Practical Session	1h:30m
Working with Objects: - To Insert video, Audio, linking and Action buttons and, header footer, slide number Practical Session	1h:30m
Master Slide : - Master slide designing, demonstrating various print options, notes page view header and footer, Adding Notes, Use of Proofing Tools, Practical Session	1h:30m
Photo Album and looping: - View Tab, Photo album, looping , main formatting with Text direction Object linking and embedding Practical Session	1h:30m
Lesson 1. Looking at Software **Software:-** Different Types of Software , Concept of Software copyright, Shareware, Freeware, End-User License Agreement, The Data Protection Legislation.	1h:30m
Revision & **Assessment – 1**	1h:30m

5. ACHIEVING A PASS		
Lesson 2. Computer Virus and System Protection:- Different Types of Viruses, Privacy Issues, Good passwords and Access rights, Clean Viruses and Worm-Infected Systems, Worms and Trojans	1h:30m
STARTED WITH MICROSOFT EXCEL2010 **Getting Started with Excel**: - Introduction , Main components of a spread sheet Manipulating the information, Use the help system, Create open, save and close spread sheet, Editing by cut copy and paste Practical Session	1h:30m
Lesson 3. Fundamentals of Networking:- Network Fundamentals, Benefits and Risk of Network Computing, Different Types of Networks, A Brief History of the Internet	1h:30m
MS. Excel : Generate various formulas using built-in functions and use them appropriately and formatting of data, basic math operations using excel and usage of basic functions and IF function, Practical Session	1h:30m
Lesson 4. Browsing the Internet: - World Wide Web, Searching for Information, What is the Purpose of Web Browser, Navigating the Web Browser, Web Browser Tools, Looking at Web Pages	1h:30m
Excel Class exercise on functions and formula with basic formatting	1h:30m
Lesson 5. Data Protection over Internet:- Computers Are Used In Different Areas, Risk To Personal And Organizational Data, Understand The Protected Websites Computer Hackers, The Effect Of IT On Our Lives And Society,digital certificate, encryption and decryption	1h:30m
Midterm	1h:30m
Charts and Graphs:- Elements of a chart, What is a chart or graphs, Analysis of data, Create a chart, Selecting chart types, Chart style, Moving the chart, changing the chart, chart elements such as horizontal axis title vertical axis title, data label, data table and legend Practical Session	1h:30m
Excel Class exercise on charts and chart elements , different chart on same data and analysing	1h:30m
Sorting, Filters for analysis of data also for retrieving information. linking and consolidate , Auto filling of date , month and numbers	1h:30m
Practical Session Excel Class exercise on sort, filters, consolidate and linking	1h:30m
Quiz 2	1h:30m
Excel: - Using formatting and Conditional Formatting Currency, comma,% decimal places, built in format, conditional formatting with >,<,=, between, date, text, date mask	1h:30m
Practical Session Excel Class exercise formatting and conditional formatting	1h:30m

5.	ACHIEVING A PASS		
Print Spread Sheet: - Hand written Table to electronic spreadsheet. Demonstrate how to handle worksheets and the understanding of various print options			
Practical Session			1h:30m
Practical Session for MS Excel Over All			1h:30m
Practical Session for MS Excel Over All			1h:30m
Practical exam			1h:30m
Moodle Practice			1h:30m
Final Exam			1h:30m
TOTAL HOURS			
Plus **RECOMMENDED INDEPENDENT STUDY HOURS**			
TOTAL COURSE HOURS			

7.	RECOMMENDED REFERENCES

Core text/s:

< CLFS-IT Level 2 students Handouts >

Library + online resources:

1. Sue Wong, Kenny Lee,M.Caunt, K.Hegedus and L. Melcombe. (2011) Key Applications: IC^3 Internet and Computing Core Certification Guide. Langley. CCI Learning Solutions Inc.
2. Caunt, M. Hegedus, K. and Melcombe, L. (2011) Living Online: IC3 Internet and Computing Core Certification Guide . Langley. CCI Learning Solutions Inc

1. Faithe Wempen (2013) Microsoft PowerPoint BIBLE: The Comprehensive Tutorial Resource, Indiana: John Wiley & Sons, Inc.

2. Greg Harvey (2013) Microsoft Excel 2013 for dummies, New Jersey: John Wiley & Sons, Inc.

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

4. Beth Milton (2013) Step by Step Microsoft Office Professional, California: O'Reilly Media

Open Educational Resources:

Weblinks

1. Excel easy website, 2016: Easy excel tutorials available from   http://www.excel-easy.com/basics.html
2. Spreadsheet website, 2016: Free Excel online training, available from http://spreadsheeto.com/
3. PowerPoint tutorials, from linked,2018, available from https://www.lynda.com/PowerPoint-training-tutorials/285-0.html

Computer Networks ,2018, available from
<https://www.tutorialspoint.com/basics_of_computer_science/basics_of_computer_science_internet.htm