

Fahad Bin Sultan University



Information Technology Course Syllabus Department of Foundation Year Program (FYP)

Instructor: Year:	Level : I	E-mail:
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Course Description

IT foundation level I is an introduction to the fundamental concepts of computing and information technology for modern PC. Topics covered include basic understanding of digital computer system, microcomputers, operating systems, application software development, database technology, data communication and networks, data and information, types of network and the Internet. In addition, hands-on lab using Windows OS, MS Office, and Excel spread sheet and the Internet uses will be covered during the course.

Course Aims and Objectives

- To know and understand computer importance and its function
- To be able to use the Operating System Windows XP
- To be able to type papers and reports using MS-Word 2007
- To be able to work on excel "spread sheet program"
- To be able to use and search through the Internet
- To be able to use and open an e-mail account

Teaching & Learning Methods

- Class lectures, lecture notes, Lab, and assignments designed to achieve the course objectives.
- You should read the assigned chapters before class, complete assignments on time, participate in class and do whatever it takes for you to grasp this material. Ask questions. Ask lots of questions.
- You are responsible for all material covered in the class.
- Please communicate any concerns or issues as soon as practical either in class, or by Email.

Contents		
Weeks	Topics	Contents
1 2	Introduction & Keyboarding & Familiarity with computers	What is a computer and importance of computers
		Familiarity with keyboard
		Touch typing
3 4 5 6	Basic Concepts of Information Technology	Proper Finger Usage
		Getting Started
		Hardware/Software
		Using computers in the society
		Definition of data, information and knowledge
		Component of system unit
		Types of computers
		Storage – SSU – RAM – ROM – EROM – EPRO
		Measuring memory
		Input devices
		Output devices
		HHL – LLL – Compiles
		Types of Software (application, System)
		Operating System: basic functionality
		Information Networks
Internet & Mail		
First Exam		
7 8	Windows and File Management	Windows handling
		Files and folders
		Shortcuts
		Organizing files and folders
		Saving files in correct locations
		Opening more than one file at the same time
		Switching among open files
		Choosing Good file names
		Methods of displaying files and folders
		Recognizing file sizes
		Distinguishing among file types
		Finding files and applications
		Types of files: Executable files, Graphic s files
		Installing and uninstalling programs:
		Checking for disk capacity
		Selecting appropriate folders for new software
		Uninstalling programs
		Customizing desktop
		Screen saver.
		Methods of viewing files
Control Panel		
Viruses and antivirus		
Recognize, open, and record an audio file.		
Recognize and open a video clip.		

9 10 11	Text Processing (Microsoft office word)	• Environment
		• Editing (Copying, Pasting, Moving text, Find/ Replace
		• Inserting (Page Breaks, Clip arts, Picture from files, Tables, footnotes, Word art, symbols, comments, equation object)
		Background color
		• Formatting (Formatting text, Formatting Paragraphs, Columns, Drop Caps, Borders and shading, Page Formatting, text direction)
		Headers and footers
		Filing (Printing , Page setup, Print preview)
		Find/ Replace/ Go
		Spell checking
		Bullets and Numbering
11	Moodle Usage	• Download files
		• Attendance
		• Questionnaire
		• Quizzes
		• Grade book
		• Adding Files
		• Emails and private messages
Second Exam		
12 13 14	Spreadsheets (Microsoft office Excel)	• File structure and the environment
		• Worksheet (Add, Rename, Delete, Move, Copy)
		• Cells (Active cell, Name box)
		• Rows & Columns (Insert, Delete, Hide, Unhide , Auto-fit, Adjust Height/Width)
		• Delete vs. Clear
		• Gridlines vs. Borders
		• Comments
		• Selecting Ranges (Sheet, Row/Column, Adjacent, Non Adjacent, Name box + Operators)
		• Formatting Cells(Manual formatting, Conditional Formatting editing rules, Using cell style)
		• Format Painter
		• Formulas & functions (References: Relative, Mixed, Absolute, Precedence Order, Sum, Average, Max, Min, Today, Now
		Round, Roundup, Round-down
		Plotting simple Charts
		• Filling data (Auto-fill, Auto-fill using Custom List, Auto-complete)
		• Formulas & functions (SumA, AverageA, MaxA, MinA, Count, CountA, CountIf, CountBlank, SumIf, Averagelf
		• Plotting Charts with multiple series
		Formatting Chart elements
		Freezing (rows & columns)
Sorting		
Protection		
Comments (creating & editing)		
Page Setup and Printing		
15	Revision	

Additional Notes	
Exams	<ul style="list-style-type: none"> • The format for the exams is generally T/F, Multiple-choice, essay questions & practical in lab. • To make sure you pass the exams, you should do the assignments by yourself and review all the material given to you periodically. • Maximize the use of Office hours and Learning Assistance Hours.
Assessment	
	<ul style="list-style-type: none"> • 1st exam "Theory" 20 % • 2nd Exam "practical" 20%
	<ul style="list-style-type: none"> • Homework– Quiz – Attendance - participation 20% • Final exam - "Theory + Practical" 40%
Text Book & References	
	<ul style="list-style-type: none"> • مهارات الحاسوب المتقدمة – محمد بلال الزعبي • Office 2007, Steve Johnson, • Computers tools for Information age, L.H. Capron, edition 7 • Notes & slides distributed by instructor