



**Fahad Bin Sultan University  
Foundation Year Program (FYP)  
Information Technology (IT)  
Level II**

### Course Information

**Year:**

Instructor :

E-mail:

### Course Description

IT foundation level II is a main computer course offered for all new students. This course highlights the role of the computers in our life. In addition, it covers all the details and techniques needed to present power point presentations; it shows the importance of the internet and e-mail in our life and how to search the internet and maneuver the net and the e-mail in a perfect way. Furthermore, it introduces the Basic definition of Database Management System "DBMS" (Access) - Concepts and how to build and change the table structure. Finally, this course introduces the needed knowledge in creating Web-Based pages using the Microsoft Office Front Page program.

### Course Aims and Objectives

- To know and understand the role and importance computers in our life
- To be able to use Power Point program and prepare presentations using it
- To be able to search the internet and use the techniques in enhancing searching
- To create an-email account and use it perfectly
- Define the e-commerce and e-learning concepts and practice them
- To define the importance of DBMS and to be able to use Access program
- To be able to create Web-Base pages by using the Front Page program

### 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.

## Level II

Week	TOPIC	Contents
1	<i>Revision</i>	<ul style="list-style-type: none"> <li>• Computer definition and parts</li> <li>• Importance of computers in our life</li> <li>• Computer applications – OS</li> </ul>
2 3 4	<i>Presentation Graphics (Microsoft office PowerPoint)</i>	<ul style="list-style-type: none"> <li>• Create a new presentation</li> <li>• Apply design template</li> <li>• Format text</li> <li>• Change slide layout</li> <li>• Reorder slides</li> <li>• Hide slides</li> <li>• Inserting tables</li> <li>• Animating slides (custom animation, animation schemes )</li> <li>• Slide transition</li> <li>• Action buttons</li> </ul>
5 6 7	<i>Internet &amp; Web e-mail e-learning e-commerce</i>	<ul style="list-style-type: none"> <li>• Access: providers and browsers</li> <li>• Communication: e-mail, groups, instant messaging</li> <li>• Search tools: engines and directories</li> <li>• Improving searching techniques</li> <li>• Internet filters</li> <li>• Understanding the concept of WebPages and links</li> <li>• Understanding the role of a browser</li> <li>• Organizing favorites</li> <li>• E-learning – definition and examples</li> <li>• E-commerce – definition and examples</li> </ul>
<b>First Exam</b>		
8 9 10 11	<i>Data bases (Microsoft office Access)</i>	<ul style="list-style-type: none"> <li>• Basic DBMS Concepts:</li> <li>• DBMS definition: Data Base Management System.</li> <li>• Functions of a DBMS (Query, Form, Report</li> <li>• Table Structure (Field name, Field types, Field properties )</li> <li>• Manipulating an existing table (Adding new records to a table, Modifying and deleting records, Displaying and printing existing reports, Running an existing query, Sorting and Filtering Data )</li> <li>• Creating a table (The design process, Creating a table, Changing a table design, Renaming and deleting a table )</li> </ul>
11	<b>Moodle Usage</b>	<ul style="list-style-type: none"> <li>• Download files</li> <li>• Attendance</li> <li>• Questionnaire</li> <li>• Quizzes</li> <li>• Grade book</li> <li>• Adding Files</li> <li>• Emails and private messages</li> </ul>
<b>Second Exam</b>		
12 13 14	<i>Web sites creating (Microsoft office FrontPage)</i>	<ul style="list-style-type: none"> <li>• Creating and viewing web pages</li> <li>• Photography gallery</li> <li>• Inserting important elements in a web page</li> <li>• Frames</li> <li>• Marquee</li> <li>• Hit Counters</li> <li>• Hyperlinks (creating and removing hyperlink, linking to other objects).</li> </ul>

