

MTC Module Descriptor

Title		Academic Session	2020-2021
COMPUTING		Credit Points	N/A
		FHEQ Level	N/A
Module Code	MTCG1015	OQF Level	N/A
Module Short Code	GSDCOMP	Notional Hours	120
Owning Department	General Studies	Scheduled Hours	60
Release & Status	Draft V 1.6	Release Date	April - 2020
Delivery Mode	MTC Campus	Review Date	N/A
Module Assessment Board	MTCFdn	Module Lecturer(s)	Rehana Anjum and others TBD
Module Co-ordinator	Ms Rehana Anjum		
JACS Subject/Code	N/A	N/A	External Examiner TBN

Named Awards Using this Module	Code	Type	Teaching Block
General Foundation	R0367F	Core	TB1 & TB3

Abstract
<p>This module covers the fundamentals of computing and it introduces students to use computer applications for Word processing, Spreadsheets, PowerPoint presentations, Internet and E-mail. The chapters in the module ensure that the students are equipped with the computing skills necessary to source, process and communicate information relevant to their higher education.</p>

Note
<p>The contents of this module meet the requirements of OAAA learning objectives (5.2.1 to 5.2.6), except its assessment strategy.</p>

Requirements of Oman's System of Quality Assurance (ROSQA) Learning Outcomes (for MTC Internal use)
<p>Contribution to ROSQA Learning Outcomes: (Knowledge (K), Cognitive Skills (CS), General Competencies (GC)): The attributes delivered in this module are designed to meet ROSQA Learning Outcomes for OQF Level 1 (Certificate).</p>

Requisites Statement
None.

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Aims (10 max.)	
1	To produce qualified students with good knowledge and skills in computing.
2	To introduce the fundamentals of computing.
3	To increase the student's confidence in using computing technologies.
4	To equip the students with basics in e-learning applications.
5	To develop students' skills to resolve problems by using IT applications.
6	To equip the students with basic MS Office skills.

Learning Outcomes (10 max.) – On successful completion of this module, students should be able to:	
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1	Explain fundamentals of computing.
2	Describe basic principles of operation of a personal computer system and file management.
3	Explain fundamentals of computer networks, access information through the Internet and use electronic mails.
4	Create word documents using different features and commands available in MS Word.
5	Create presentations using different features and commands available in MS PowerPoint.
6	Create and use spreadsheets for data processing using MS Excel.

Syllabus (10 max)- The Topics covered in the module will include:	
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1	<p>Computer Fundamentals: Introduction to computers. Basic applications of computers. Main functional blocks of a computer system. Differentiate data and Information. Computer hardware, Input devices, Output devices, CPU, CPU clock rate, Main memory (RAM, ROM), Secondary storage devices. Units for measuring memory. Computer ports. Compare and contrast different types of computers (Super computers, Mainframe computers, Minicomputers, Microcomputers). Different types of software (OS, Application software, Programming software). Install and uninstall software applications. Basic understanding of computer ergonomics. Software copyrights such as freeware and shareware. EULA. Omani data protection legislation, Minimum laptop computer configurations for student's usage.</p>
2	<p>Basic Operations and File Management: Switching on and shutting down the computer. Using windows 8, Introduction to operating systems and application programs. Basic principles of file management (File explorer). Types of file extensions. Malware programs (Viruses, Worms and Trojan horses). Privacy issues and password. Backing up of data. Compress and decompress files and folders. Formatting storage media. Searching files and folders, Windows help and Support.</p>
3	<p>Computer Networks and Internet: Introduction to computer networks, Advantages and risks associated with network computing. Types of computer networks (LAN, MAN, WAN). Intranet, Extranet, Internet. Brief history of Internet, Internet devices, Internet access technologies, Virtual Private Network, World Wide Web, Web browsers and browser settings (Bookmarks and Browsing history etc.), Web servers, HTML, HTTP, URL, Domain tree. Search engines. Downloading, Uploading, Electronic mail, Advantages of e-mail, Components of an e-mail message. E-mail address structure, Basic operations in e-mail (Read, Send, Forward, CC, BCC, Attachments). E-mail address list (Create, Add, Delete and Update). Manage Inbox (Sorting messages, Creating folders, and Finding messages), Sent items, Deleted items and Junk E-mail folders, How e-mail works. Conferencing, VOIP, Instant messaging, Blogs, Using Virtual Learning Environment (Moodle), Things to be cautious about on internet, Risks to personal and</p>

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	organizational data, Phishing, Hacking, How to protect data, Secure web sites, Digital certificates, Encryption and decryption, Firewalls, Effects of IT on our lives and on Society.
4	MS Word :Recognize, create and open word documents, Text level formatting, Paragraph level formatting, Document level formatting, Basic keyboard skills, Working with pictures, tables and charts, Convert word documents into PDF, Shortcut keys, Spelling and grammar checking, save, print and close word files.
5	MS PowerPoint: Creating presentations, Working on slides, Inserting pictures, tables and SmartArt, Inserting animations, Applying transitions to the slides, Headers, Footers, Date and time, Slide numbers, Slide master, Duplicating and moving slides, Adding notes, Proofing tools (Spelling checking, Research, Thesaurus), Printing the presentation.
6	MS Excel: Main components of an Excel sheet window, Basic uses of Excel, Creating spread sheets, Working on cells, Worksheets (Insert, Rename, Delete, Duplicate and move), Using formulas, Creating charts, Making changes to the chart, Sorting data, Linking cells, Visualized data, Printing sheets).

Learning and Teaching Strategy

The module will be delivered in one term through lectures, tutorials and practical exercises. Students will be provided with comprehensive teaching/learning materials/workbooks and hands-on practice in the classroom. Students will undertake guided self-studies using VLE resources such as online tutorials, notes, interactive presentations and videos etc.

Assessment Strategy- Direct Entry/ HEAC (GSD-Exit Exam)

The module will be assessed through summative assessments, namely: Final Exam, to cover **all Learning Outcomes** and will have a duration of 75 minutes.

This assessment plan will be implemented whether online or paper-based testing depending on the MTC Exams regulations.

Second Attempt Assessment (Re-sit)- Direct Entry/ HEAC (GSD-Exit Exam)

Second attempt assessment will be **75 minutes** examination to cover **all Learning Outcomes**.

The maximum marks obtained by the students will be capped at 60% (minimum passing requirements).

Direct Entry/ HEAC (GSD-Exit Exam)

Item	Assessment	Weighting	Assessment Type	Final Artefact	Pass Mark	Description
1	Final Exam	100%	Online/Written Exam	Yes	60%	75 Minutes duration

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Indicative Reading

Core Text:

The unit teaching notes issued (through Moodle) to students by the course team at the start of the unit.

Recommended Reading:

BASIC COMPUTER COURSE MADE SIMPLE (1st Ed, 2011),

Author : Satish Jain

Publisher : Bpb Publications

ISBN – 13: 9788183334594

ISBN – 10: 8183334598

Computing Essentials 2017

Author: Timothy J. O’Leary, Daniel O’Leary, Linda I. O’Leary

Publisher: Mc Graw-Hill

ISBN – 978-1-259-92127-8

MICROSOFT OFFICE INSIDE OUT: 2013 EDITION

Author : Microsoft Corporation, Ed Bott and Carl Siechert

Publisher : Sebastopol, CA: O’Reilly Media, Inc., 2013

ISBN – 9780735677562

WINDOWS 8 FOR DUMMIES

Author : Andy Rathbone

Publisher : Hoboken, NJ: Wiley, 2012

ISBN – 9781118134610