

SL. NO.	GFP Learning Outcomes	Level	FP Learning Outcomes	Content (Sub skills)	Text Book/Teaching material	ASSESSMENT			
						FA		SA	
						TASK	SCORE	TASK	SCORE
1	5.2.1 Computer Fundamentals: (Part) Students are required to understand the make-up of personal computer system. (d-part)	Pre	Understand the make-up of personal computer system.	1- Demonstrate basic keyboard skills, demonstrate a basic understanding of computer ergonomics (seating, lighting, positioning, ventilation etc.), explain the common health problems associated with computer usage and ways to avoid them.	Chapter 1	Assignment	5	Midterm	25
2	5.2.2 Basic Computer Operation and File Management: Students are required to understand and be familiar with the basic principles of operation of a personal computer system and with basic principles of file management using a computer. (a, b, f, g, n)	Pre	Understand the basic principles of operation of a personal computer system.	1- Understand and demonstrate proper switching-on and shutting-off of the computer.	Chapter 1				
		Pre	Understand the basic principles of file management using a computer.	2- Open, modify, save and close files and application programs. 3- Understand the different types of menus. 4- Save documents in any permitted location in different formats. 5- Demonstrate searching for files and folders.	Chapter 2	Assignment	5	Final	10
3	5.2.3 Word Processing: The general objective of this component is to equip students with the essential skills that they need to create good quality documentation during their studies. (a, b, f, h, o, q, t)	Pre	Equip students with the essential skills to create a document.	1- Recognize, open, modify, navigate, save and close a word application file. 2- Open and close a new or existing document and switch between multiple documents. 3- Understand different types of menus in a word processing application.	Chapter 3	Assignment	10	Final	15
		Pre	Create good quality documentation.	4- Identify different text formats, e.g. bold, italic, font type, size, colour, cases, subscript, superscript; different types of bullets/numbering etc. 5- Understand some basic short cut keys. 6- Demonstrate formatting at the character, paragraph and document levels. 7- Demonstrate use of the copy/cut/paste functions.	Chapter 3	Assignment	10	Final	15
General Study Skills for Pre-Level									
1	Managing time and accepting responsibility	Pre	Time Management and Students' Responsibility	f) Use a variety of study techniques. h) Complete homework on time.		Portfolio	2	NA	NA
2	Research Skills	Pre	Research Skills	NA		NA	NA	NA	NA
3	Taking Notes	Pre	Note Taking	a) Recall and define main concepts. b) Utilize abbreviations. e) Adopt a note-taking strategy (e.g. Cornell system; mind mapping).		Portfolio	3	NA	NA
4	Giving Presentations	Pre	Giving Presentations	NA		NA	NA	NA	NA
1	5.2.6 Internet, WWW and Email: The general objective of this component is to introduce students to the fundamentals of computer networks. (d)	1	Introduce the fundamentals of computer networks	1- Identify how computers are used in different areas of work, school and home.	Chapter 1				
2	5.2.1 Computer Fundamentals: (Part) Students are required to understand the make-up of personal computer system in terms of hardware, software, data storage and memory. (a, b, c, d-part)	1	Understand the make-up of personal computer system, hardware, data storage and memory.	1- Describe the main Functional blocks of a computer system and how they work in sequence to process information. 2- Hardware: Identify and describe the function of different hardware components such as CPU, storage system, types of memories like RAM, ROM etc. and common input and output devices, compare and contrast different types of computers, including network computers, personal computers, laptops and PDAs, explain the terms (incl. MHz, GHz) and byte (incl. KB, MB, GB, TB).	Chapter 1,2	Quiz	5	Midterm	10
			Understand software.	3- Software: Identify and explain the difference types of software: operating system, application software and programming software. 4- Working with computers: Identify how computers are used in different areas of work, school and home. Identify the requirements for a computer suitable for purchasing for student usage and explain the terms shareware, freeware.	Chapter 3	Quiz	5	Midterm	10

3	5.2.2 Basic Computer Operation and File Management: Students are required to understand and be familiar with the basic principles of operation of a personal computer system and with basic principles of file management using a computer. (c, d, e, i, j-part, l)	1	Understand the basic principles of operation of a personal computer system and basic principles of file management.	1- Successfully connect basic peripheral devices (e.g. a printer). 2- Understand the hierarchical structure of drives, files and folders. 3- Understand the meaning and types of file extensions. 4- Explain Privacy issues, good passwords and access rights. 5- Demonstrate formatting of floppy disks and removable media; usage of USB drives, writing files to CD-R/RW media. 6- Demonstrate how to compress and decompress (zip/unzip) individual files and files in a folder.	Chapter 4	Quiz	5	Midterm	10
4	5.2.3 Word Processing: The general objective of this component is to equip students with the essential skills that they need to create good quality documentation during their studies. (c, d, e, g, i, j, k, l, m, n, p, r, s, u, v, w)	1	Equip students with the skills to create documentation.	1- Understand various page set-up options, page orientation, page sizes and setting up of margins. 2- Understand the use of page layout, page borders and shading. 3- Display/hide toolbars. 4- Explain the difference between text, paragraph, and document level formatting. 5- Understand changing the line spacing in a document and aligning text left, center and right justified. 6- Insert automatic page numbers, header/footer, foot/end notes, auto shapes, pictures, symbols, special characters etc. 7- Use search/replace to find/replace a specific word/phrase in a document. 8- Move/delete/resize picture/image/chart in a document or between different documents.	Chapter 5,6	Assignment	5	Final	10
			Equip students with the essential skills that they need to create good documentation.	9- Understand the use of borders and shading in a document. 10- Demonstrate use of automatic spell/grammar checking & correction. 11- Understand various print options and how to print documents after preview. 12- Demonstrate the ability to convert written text into a formatted electronic document. 13- Insert text and/or characters and/or pictures/drawings from various sources. 14- Explain the terms associated with a table, e.g.: column, row, cell, and demonstrate table creation, manipulation of cells, data insertion and formatting. 15- Use built-in help functions. 16- Understand and demonstrate the ability to print documents using various print options, using the default printer and a network printer	Chapter 5,6	Assignment	5	Final	30
General Study Skills for Level 1									
1	Managing time and accepting responsibility	1	Time Management and Students' Responsibility	g) Create term planners and study schedules noting key dates/events. i) Continually revise one's work. o) Organise and maintain a portfolio of one's work.		Portfolio	3	NA	NA
2	Research Skills	1	Research Skills	NA		NA	NA	NA	NA
3	Taking Notes	1	Note Taking	a) Recall and define main concepts. b) Utilize abbreviations and symbols. e) Adopt a note-taking strategy		Portfolio	2	NA	NA
4	Giving Presentations	1	Giving Presentations	NA		NA	NA	NA	NA
1	5.2.1 Computer Fundamentals: (Part) Students are required to understand how information networks are used within computing and be aware of the uses of computer-based software applications in everyday life. (d-part: Working with computers)	2	Understand how information networks are used within computing	1- Working with computers: Explain the concept of software copyright, explain the terms end-user license agreement and explain the Omani data protection legislation.	Chapter 4	Quiz	5	Midterm	5

2	<p>5.2.2 Basic Computer Operation and File Management: (Part)</p> <p>Students are required to understand and be familiar with the basic principles of operation of a personal computer system. (h, j-part, k, m, o)</p>	2	Understand the basic principles of operation of a personal computer system.	<p>1- Explain different types of viruses (including worms, Trojans etc.) and clean viruses and worm-infected systems with appropriate software.</p> <p>2- Demonstrate backing up of data.</p> <p>3- Demonstrate logging on and off a computer network.</p> <p>4- Demonstrate good password creation practice.</p> <p>5- Demonstrate the use of built-in help menu.</p>	Chapter 3	Quiz	5	Midterm	5
3	<p>5.2.4) Spreadsheets</p> <p>The general objectives of this component are to equip students with the essential skills that they need to create good quality spreadsheets during their studies, and the understanding of spreadsheet packages so that they can utilize it for data processing tasks during their studies and in future. (a-r)</p>	2	Equip students with the essential skills that they need to create good quality spreadsheets and understand the spreadsheet packages.	<p>1- Recognise, open, modify, navigate, save and close a spreadsheet application file.</p> <p>2- Identify the main components of a spreadsheet window.</p> <p>3- Explain the basic uses of spreadsheets.</p> <p>4- Create, Open, Save, and Close spreadsheets.</p> <p>5- Use the help system effectively.</p> <p>6- Identify and use the different menus and toolbars to set up the worksheets.</p> <p>7- Demonstrate how to insert, store and manipulate data.</p> <p>8- Demonstrate how to handle (Insert, rename, delete, duplicate, move etc.) worksheets.</p> <p>9- Generate various formulas using built-in functions and use them appropriately and correctly to solve problems.</p> <p>10- Demonstrate the formatting of data, cells, rows and columns in a worksheet.</p> <p>11- Create and manipulate different types of charts/graphs on the worksheet data.</p> <p>12- Explain usage of formulas and functions in a worksheet.</p> <p>13- Explain generating various charts and graphs.</p> <p>14- Explain how to sort, link and consolidate spreadsheets.</p> <p>15- Demonstrate the understanding of various print options and how to print spreadsheets and charts after appropriate page set-up and pre-view.</p> <p>16- Demonstrate use of the edit (copy/cut/paste etc.) functions.</p> <p>17- Demonstrates the ability to reproduce a hand written table as an electronic spreadsheet.</p> <p>18- Demonstrates the ability to perform basic analysis of data using graphs and charts.</p>	Chapter 5	Assignment	5	Final	30
4	<p>5.2.5) Presentation</p> <p>The general objectives of this component are to equip students with the essential skills that they need to create professional presentations during their studies and an understanding of presentation packages so that they can utilize them for presenting information in an effective manner during their studies and in the future. (a-n)</p>	2	Equip students with the essential skills that they need to create professional presentations	<p>1- Recognise, open, modify, navigate, save and close a presentation application file.</p> <p>2- Identify and use different design layouts and presentation view modes.</p> <p>3- Use help system effectively.</p> <p>4- Demonstrate how to use display/hide toolbars.</p> <p>5- Identify and use different types of menus in a presentation application.</p> <p>6- Explain the difference between master slide and other slides.</p> <p>7- Explain animation and colour scheme.</p> <p>8- Explain the main formatting features to improve the appearance of the slides.</p> <p>9-) Demonstrate the ability to use various print options to print the presentation slides.</p> <p>10- Demonstrate the ability to insert pictures and objects to enhance the outlook of the presentation.</p> <p>11- Demonstrate the use of adding notes, header and footer, updated dates and automatic numbering for the presentation.</p> <p>12- Demonstrate the ability to duplicate, move slides within the presentation and between open presentations.</p> <p>13- Demonstrate the use of transition and animation effects.</p> <p>14- Demonstrate the use of proofing tools to correct the content of the presentation.</p>	Chapter 6	Assignment	5	Midterm	20

5	<p>5.2.6) Internet, WWW and Email</p> <p>The general objective of this component is to introduce students to the fundamentals of computer networks and communication systems which assist in providing the students with the tools for searching and accessing information remotely and using electronic mails for communicating with other people. (a-c)</p>	2	<p>Introduce students to the fundamentals of computer networks, browsing and email.</p>	<p>1- Network and internet fundamentals. 2- Browsing the internet. 3- Electronic mail.</p>	<p>Chapter 1,2,4</p>	<p>Quiz</p>	<p>5</p>	<p>Final</p>	<p>10</p>
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Remarks

