Computer Studies I

Prerequisites	None
Module credits	2
Assessment weighting	100% continuous assessment
Module duration	Semester I, 3 hours/week
Element	Design, Drawing
Supports Course Learning Outcomes	Apply basic skills to express and to communicate concepts, ideas and proposals in terms of **drawing** -freehand sketching, architectural drawings - and to understand and operate basic computer systems and packages.
Module aims	The primary aims of the module are to: - Achieve a good standard of proficiency in use of a computer as an essential prerequisite to scaffold the later CAD modules - Develop students' intellectual potential and learning capacity. The secondary aims are to: - Support the course and stage learning outcomes. - Prepare students for an integration of the knowledge gleaned from all other Semester I modules and to scaffold later Drawing, Design, Culture, Technology and Management.

Module learning outcomes

On completion of this subject students will be able to:
- Use a computer operating system to create and manage files and system commands
- Use the internet and virtual databases in order to research projects
- Use Word, PowerPoint to a required degree of proficiency
- Experiment with software through the use of montages, layout and other presentation skills

Syllabus:

Introduction to the Operating System
General introduction to the operating system; capabilities and commands. Storing and retrieving files, activating programs, using system utilities

Introduction to Word Processing:
File managing, file finding, templates, printing and page set-up. editing, find and replace, views, toolbars, headers and footers, insert, page breaks, page numbers, table of contents, formatting, page layout, borders and shading, bullets and numbering, tools, spell checking, grammar checking, mail merges, inserting tables, rows, columns and sorting.

Introduction to Presentation Tools
Creating slides, Embedding worksheets from other applications such as AutoCAD drawings. Sequencing the slides to create a slide show; Using animation techniques. Presenting a slide show using projection facilities.

Teaching/learning methodology:
Students will be taught in interactive workshops in a specialised computer lab. Each session will incorporate a tutor-led demonstration of software applications. In order to achieve the learning outcomes, each session will also incorporate practical elements allowing students to experiments with

different media. Problem-based learning will also be used as a teaching methodology. This module interrelates with other year modules in that they can scan and manipulate images of work related to projects, assignments and exercises. Students will be expected to maintain very regular contact with their assignment supervisor. The responsibility to arrange one–to-one tutorials rests with the student.			
Method of assessment: This module is assessed by continuous assessment. It will take the form of class tests, and research presentations that involve written and visual material. The summative assignment is conducted by means of portfolio/process-folio appraisal.			
Recommended reading			
An Introduction to Word Processing Using Word 2000 or Office 2000	Watt, F	Usborne Publishing Ltd	2000
An Introduction to Spreadsheets for 2000	F. Patchett	Usborne Publishing Ltd	2000
Architectural Graphics	Francis D. Ching	Van Nostrand Rheinhold	1996