

FOUN009 Foundations of Computing

Section 1: General Information

1.1 Administrative Details

| | |
|---------------|--------------------------|
| Subject: | Foundations of Computing |
| Code: | FOUN009 |
| Stream | Science, Arts |
| Points | |
| Pre-requisite | None |

1.2 Subject Workload

| Number of timetabled hours per week | Number of Personal study hours per week | Total workload hours per week |
|-------------------------------------|---|-------------------------------|
| 4 | 2 | 6 |

1.3 Pre-requisites

Students are not required to have undertaken a pre-requisite subject.

1.4 Other resource requirements

List specialist facilities and/or equipment required for the delivery of this subject:

| |
|---------------------------------|
| Computing laboratory facilities |
|---------------------------------|

Section 2: Academic Details

2.1 Subject Overview

This paper has two purposes: first, it is intended as a general service paper for students providing them with the opportunity to gain a sound understanding of practical and theoretical aspects to produce documents that are formatted to an acceptable business standard. Secondly, as a foundation for students studying any major that includes computer related skills.

2.2 Learning Objectives and Outcomes

By the end of this paper students should have:

1. Competence with application software, in particular text processing and spreadsheets to produce long documents.
2. A basic understanding of design principles.
3. The knowledge and skills to design simple web sites following industry standards and utilising cascading style sheets.
4. An understanding of why good ergonomic practices are important, and how to apply them in a personal context.
5. An introductory understanding to the Internet and the World Wide Web particularly in relation to research and related tools.

2.3 Subject Content

- Generic File Management
- Word processing
- Spreadsheet
- Basic HTML and CSS

2.4 Teaching Method/Strategies

Practical learning sessions using computers in a computer lab. There is opportunity for questions and discussion. Most laboratories will follow the same teaching pattern. The teacher will demonstrate the skills, and then students will complete exercises to practice and reinforce the skills taught. Teaching methods will vary according to the topics/skills being covered. At times it will be the teacher led demonstration while at other times students will be asked to experiment and try things out.

2.5 Assessment

| Assessment Type | When | Weighting | Learning Assessed | Outcomes |
|-----------------------|---------|-----------|-------------------|----------|
| Internal Word | Week 5 | 15% | 1,2, 5 | |
| Internal HTML & CSS | Week 8 | 20% | 2,3,5 | |
| Internal Spreadsheet | Weekc11 | 15% | 1,2 | |
| | | | | |
| Practical Examination | Week 12 | 30% | 1,2,3 | |
| Theory Examination | Week 12 | 20% | 2,3,4 | |

2.5.1 Assessment Strategy

Assessment will include a variety of methods Practical and Theory Examinations, online quizzes and related practical tasks. Including formative assessment tasks.

2.5.2 Hurdle Requirement

In order to pass this paper, students must obtain an overall mark of 50% (C-) or better.

2.5.3 Assessment Details

| Assessment | Content/ Format | Time | Details |
|----------------------------|--------------------------------|----------|--|
| Internal Assessment Task 1 | Wordprocessing Practical | 2-3 days | Standard document processing according to set requirements |
| Internal Assessment Task 2 | HTML project | 2 weeks | Website generation |
| Internal Assessment Task 3 | Spreadsheet Practical | 2-3 days | Standard spreadsheet analysis according to set requirements |
| Final Practical | Wordprocessing and Spreadsheet | 1 hour | Series of practical tasks according to set requirements |
| Final Theory | | 1 hour | Combination of Multichoice, Fill-in-the-blank, True/False and Short Answer questions |

2.6 Prescribed and Recommended Reading

Prescribed Text:

Recommended Reading:

Websites:

- FOUN009 Quia <https://www.quia.com/pages/pmorrison/foun009>
- GCFlearn.org <http://www.gcflearnfree.org/>
- Goskills <https://www.goskills.com/coupon>
- Tutorialspoint [http://www.tutorialspoint.com/microsoft technologies tutorials.htm](http://www.tutorialspoint.com/microsoft_technologies_tutorials.htm)
- Netiquette Quiz <http://www.albion.com/netiquette/netiquiz.html>

3. Subject Details

3.1 Weekly Schedule

| Week | Practical Lab: 1 | Practical Lab: 2 |
|------|----------------------------------|--------------------------------|
| 1 | Introduction Text Processing: | Text Processing: |
| 2 | Text Processing: | Text Processing: |
| 3 | Text Processing: | Text Processing: |
| 4 | Text Processing: | Text Processing: |
| 5 | Text Processing: | Text Processing: Assessment |
| 6 | Webpage | Webpage |
| 7 | Webpage | Webpage |
| 8 | Webpage Assessment | Spreadsheet |
| 9 | Spreadsheet | Spreadsheet: |
| 10 | Spreadsheet | Spreadsheet |
| 11 | Spreadsheet | Spreadsheet |
| 12 | Spreadsheet Assessment | Revision |