

**SCHOOL OF ART
BACHELOR OF FINE ARTS****COURSE OUTLINE: INTRODUCTION TO COMPUTING 2000**

SART1810**S1 or S2 HPW3 UOC4****COURSE DESCRIPTION:**

This course will equip students with the fundamentals of COFA's computing environment.

COURSE CONTENT:

This subject covers the basic use of Macintosh Computers and the Macintosh operating system. This will include disc formatting, network server storage and printing, e-mail set-up, the Internet, using the web as a research tool and various Web utilities. Introduction to Microsoft Office- Word – How to: page layout, justification, paragraphs, footnotes- systems, line and page breaks, formatting, including tables, spelling, thesaurus, file formats, picture inserting, fonts. Introduction to Web authoring. Introduction to Power Point- How to make a PP presentation image and text. File formats commonly used at COFA, what file type to use for cross platform application, what file type to use for presentations; RTF, JPG, PICT, ACROBAT.

COURSE OBJECTIVES:

The object of this course is to equip students with an introductory understanding of computing for COFA's academic program. Students will be able to format essays; work across platforms with cross platform file formats, use the e-mail and Internet, author basic web documents and conduct electronic power point presentations.

ASSESSMENT:

To qualify for a passing grade all students must complete all set work, which is to be submitted on time. Where absences in excess of three (3) classes occur, students may be given a fail grade. Students must be punctual and participate in all class activities. The student should be expected to show evidence of the achievement of the course's objectives.

METHOD OF DELIVERY:

Combination of lectures with:

- Seminars
- Workshops

RESOURCES/FACILITIES REQUIRED:

Computing laboratory

RECOMMENDED TEXTS/REFERENCES:

Style Manual, AGPS Press publication, ISBN 0 644 29770 0

Dreamweaver Bible, IDG Books, Joseph W. Lowery ISBN 0-7645-3225-1

Weekly schedule

Week 1

Lecture

Introduction to the COFA Computing Laboratories and its facilities Lab regulations.(CSU)

Tutorial

Introduction to COFA lab, Introduction to Macintosh Desktop- operating System

Week 2

Lecture

Introduction to The Operating system- Chooser/Network/Control panels/Apple Menu/ Desktop/ Colour-sync™

Tutorial

Introduction to The Operating system- Chooser/Network/Control panels/Apple Menu/ Desktop/ Colour-sync™

Week 3

Lecture

Introduction to the Web, Introduction to Research facilities on the Web (LIBRARY)
Web utilities – Stuff it , Stuff it expander, Plug ins, Shock wave Flash, real audio, Quick Time, Cosmo, Virus Scan. Down Loading and sending attachments.

Tutorial

Introduction to the Web, setting up E-mail, Setting up Web browsers and Plug-ins.
Web utilities – Stuff it , Stuff it expander, Plug ins, Shock wave Flash, real audio, Quick Time, Cosmo, Virus Scan. Down Loading and sending attachments.

Week 4

Lecture

Introduction to Word processing, word processing for COFA, (Art Theory)
Footnotes-Harvard System,

Tutorial

Document set-up, Columns, Footnotes, Typographical style, punctuation, Type setting. How to store your work, Zip Disks, Formatting Disks, CDs and server storage.

Week 5

Lecture

Word processing , inserting information Picture, Graphic, Symbols, Date time etc...
Tracking changes, Tool sets Spelling, Thesaurus, Hyphenation,

Tutorial

Word processing , inserting information Picture, Graphic, Symbols, Date time etc...
Tracking changes, Tool sets Spelling, Thesaurus, Hyphenation,

Week 6

Lecture

File Formats of use a COFA, what file type to use for cross platform application , what file type to use for presentations. .RTF, JPG, PICT, ACROBAT.

Tutorial

File Formats of use a COFA, what file type to use for cross platform application , what file type to use for presentations. .RTF, JPG, PICT, ACROBAT.

Week 7 EASTER FRIDAY

Week 8

Lecture

Introduction to the computer image. Bit Map images and Vector based images.

Tutorial

Acquiring Bit Map images and Vector based images

Week 9

Lecture

Introduction to Power Point- How to make a PP presentation image and text.

Tutorial

Making Power Point presentations.

Week 10

Lecture

Introduction to Hyper Text Mark up Language– Linking documents (HTML)

Tutorial

Making hyper –text documents (simple text document)

Week 11

Lecture

Introduction to Web Authoring.

Tutorial

Introduction to making web documents.

Week 12

Lecture

Continued Web Authoring

Tutorial

Introduction to making web documents.

Week 13

Examination week.

ASSESSMENT:

Project 1 -	35%
Project 2 -	40%
Examination -	25%