CSC 1100 Computer Literacy

Hours Per Week			Hours per Semester	Weighted Total Mark	Weighted Exam Mark	Weighted Continuous Assessment	Credit Units
LH	PH	TH	CH	WTM	WEM	WCM	CU
3	1	4	60	100	60	40	4

Rationale/Course Description
This course introduces students to basic information and communication technologies as they generally relate to disciplines in the built environment.

Objectives/Aims
- To acquaint the student with the need to select appropriate ICT systems for the various tasks
- To facilitate the student to deal with issues of sustainability of ICT systems in a dynamic environment
- To equip the student with basic computer operations and ICT applications.

Course Outline

1. Computer hardware (Basics) [10 CH]
   - 1.1 Central Processing Unit
   - 1.2 Key Board
   - 1.3 Monitor
   - 1.4 Motherboard
   - 1.5 Cards

2. Processors [10 CH]
   - 2.1 Types of processors
   - 2.2 Use of processors
   - 2.3 Choice of processors

3. Storage devices [10 CH]
   - 3.1 USB flash drive
   - 3.2 CDs
   - 3.3 DVDs
   - 3.4 Floppies etc.

4. File management [15 CH]
   - 4.1 Downloading files
   - 4.2 Creating folders
   - 4.3 Moving, copying and deleting files
   - 4.4 Managing your hard drive 4.5 Installing and uninstalling software

5. Software application [15 CH]
   - 5.1 Office suites
   - 5.2 Graphics software

5.3 Media software
5.4 Enterprise software

Learning Outcomes

Thorough understanding of computer use and applications in the built environment **Method of**

Teaching/Delivery
The course will be conducted through lectures, tutorials, and practical computer laboratory work

Assessment Method
Assessment will be done through continuous assessment including assignments, practical exercises, and presentations contributing 40%. The final exam will contribute 60%.

Reading/reference materials

Andrea diSessa (2000) Changing Minds: Computers, Learning, and Literacy; The MIT Press

Luehrmann A. and Peckham H. (1984) Computer Literacy: A Hands-On Approach, First Apple Edition, Macmillan/Mcgraw-Hill School