GMIT
INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

Galway International Hotel School

MODULE DOCUMENTATION

Computer & Information Systems

INFO07026

Mandatory

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INFO07026
Computing & Information Systems

Full Title	Computing & Information Systems

Status	Uploaded to Banner	**Start Term**	2015
NFQ Level	07	**ECTS Credits**	05
Module Code	INFO07026	**Duration**	Semester - (13 Weeks)
Grading Mode	Numeric	**Department**	Heritage & Tourism
Module Author	Mr. Tony Patrickson		

Module Description

An introductory module in the use of essential software and hardware protocols and processes necessary for the production, manipulation and distribution of research within the Heritage sector.

	Learning Outcomes ***On completion of this module the learner will/should be able to:***
1.	Demonstrate a basic theoretical understanding regarding the nature and use of common computer/web architectures, software and cloud computing issues relevant to the production of meaning within the Heritage sector.
2.	Demonstrate an applied practical knowledge and use of a range of common data-formats for electronic texts (MS Word), images and graphics (Photoshop), databases (Excel) and research presentations (Powerpoint). To include the safe backup and storage of material on both local and external devices, LAN and cloud-based services such as Evernote and Dropbox.
3.	Demonstrate the ability to manipulate, format and output research data in a range of appropriate layouts for electronic and printed texts using MS Word.
4.	Demonstrate the ability to manipulate, format and output numerically based research in the form of both databases and simple data visualizations using MS Excel.
5.	Demonstrate the ability to synthesize professional presentations incorporating image/graphic, text and video, from research materials using MS Powerpoint.

Indicative Syllabus

There are two teaching phases operating for this module:

1. Lectures: A series of introductory lectures, screenings and discussions will expose students to ontological questions regarding the nature of computers, networks, and cloud computing, in terms of what they are as digital tools and how they are currently used across the Heritage sector in various ways from research to the culture of display in museums. This learning would then be formatively assessed in the form of a written test.

2. Practical workshops. In addressing the requirement for students to be fluent in a range of disciplinary approaches with digital tools, these are best delivered in the form of clustered skillsets:

The Production of Texts. Students will be introduced to a range of common professional tasks in MS Word: setup of documents for print and electronic outputs, styling and formatting (paragraphs, line spacing, colour, citation and bibliography etc.), incorporating graphics, output to print and electronic media (hardcopy, docx, .txt, and .pdf). To include basic image preparation in Photoshop (scaling, image-formats). This will then be summatively assessed in the form of a completed project incorporating all of the above)

The Production of Numbers. Students will be introduced to a range of common professional tasks in MS Excel: setup of documents for print and electronic outputs, design and layout of spreadsheets for numerical input, use of basic formulas, output as database and graphic visualization. This will then be summatively assessed in the form of a completed project incorporating all of the above)

The Projection of Information. Students will be introduced to a range of common professional tasks in MS Powerpoint: design of information for data projection, styling and formatting (paragraphs, line spacing, colour and readability etc.), incorporation of image/graphics and video. This knowledge will then be summatively assessed in the form of a completed project incorporating all of the above)

Teaching and Learning Strategy

Teaching and learning methods will involve a combination of theoretical lectures/seminars and practical workshops allowing students to explore intellectually the use of digital tools alongside an applied experiential understanding regarding the use of such tools for academic and professional outcomes. Students will be given a series of Heritage-centered tasks for assessment using common software packages by which to measure how successfully they have translated this theoretical knowledge into practical outcomes.

Assessment Strategy

Theoretical: A written test will be used to ascertain the individual level of theoretical understanding regarding the use and function of digital tools within the Heritage field.

Technical and conceptual: Students will be required to submit practical projects resulting from each of the three workshop strands (Text, Number, Information)

Repeat Assessment Strategies

Students will be required to resubmit the failed summative element(s).

Indicative Coursework and Continuous Assessment:		**100 %**		
Form	***Title***	***Percent***	***Week (Indicative)***	***Learning Outcomes***
Multiple Choice	Short Answer Test	20 %	Week 3	1
Individual Project	MS Word / Photoshop Assesssment	30 %	Week 7	2,3
Individual Project	MS Excel Assessment	25 %	Week 10	2,4
Individual Project	MS Powerpoint Assessment	25 %	Week 13	2,5

Full Time Delivery Mode Average Weekly Workload:			**3.00 Hours**		
Type	***Description***	***Location***	***Hours***	***Frequency***	***Weekly Avg***
Practical	Lecture/workshop	Computer Laboratory	3	Weekly	3.00

Literary Resources

Cameron, Fiona & Kenderdine, Sarah. Theorizing Digital Cultural Heritage: A Critical Discourse. Cambridge. Mass. MIT Press, 2010

Singh, Vishnu P. MS Word 2007. Delhi. Global Media, 2009 (online)

Singh, Vishnu P. MS Excel 2007. Delhi. Global Media, 2010 (online)

Wempen, Faithe. PowerPoint 2013 Bible (4th Edition). Somerset, NJ. John Wiley & Sons, 2013

Online Resources

Annually updated list of applicable websites and blogs provided in course notes.

Additional Information

For the purposes of meaningful integration within the overall course structure, design of the above projects will reflect the critical need for students to produce work based upon the use of Heritage materials rather than the production of generic office documentation.

Programme Membership

GA_HHERG_B07 201500 Bachelor of Arts in Heritage Studies
GA_HHERG_H08 201500 Bachelor of Arts (Honours) in Heritage Studies
GA_HHERG_C06 201800 Higher Certificate in Arts in Heritage Studies