



The University of Southern Queensland

## Course specification

<b>Description: Introduction to Information Technology</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
FDN	7440	40992	1, 2005	EXT	0.50	Toowoomba

<b>Academic group:</b>	OPACS
<b>Academic org:</b>	OPACSP
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	029999

### STAFFING

Examiner: Linda Galligan  
Moderator: Jeong-Bae Son

### RATIONALE

Students entering tertiary institutions in Australia are often less than fully prepared for many of the technology demands expected of them to engage in effective communication for academic purposes. Students need to move from applying information technology skills in familiar settings to new situations while appreciating the underlying significance of theory in this field. In order to navigate effectively and ethically through an increasingly complex web of information available through their studies at USQ, and utilise these technical skills in communications and scholarship, USQ foundation students require a disciplined approach to using information technology in English.

### SYNOPSIS

Basic computing knowledge and skills practice are facilitated by initial support in computer laboratories. Computing skills acquired through this course are used for student presentations of writing tasks in different contexts and in expressing understanding of discipline specific content associated with their mainstream experience. The course incorporates a typing tutor for keyboard skills, introduction to the major software applications required for undergraduate study including word processors, spreadsheets and databases. Students also build research skills via USQ's electronic resources and the World Wide Web. The course provides a practical and theory-based framework for students to make the important transition from a dependent learner to a student with autonomy to make decisions as a responsible computer-user while developing accurate and specialized use of the English language.

### OBJECTIVES

On successful completion of this course students will be able to complete the following tasks:

1. navigate the Windows operating system environment;
2. use the Internet and email for research and communications;
3. apply keyboard and word processing skills to writing assignments in parallel courses;
4. create a spreadsheet and complete an analysis;

5. construct and evaluate a database, and develop a report;
6. identify social and ethical issues associated with IT use;
7. relate IT literature to the skills developed in objectives 1- 6.

## TOPICS

	Description	Weighting (%)
1.	Module 1 - Windows 2000	30.00
2.	Module 2 - Operating Systems	15.00
3.	Module 3 - Word Processing	30.00
4.	Module 4 - Spreadsheet	15.00
5.	Module 5 - Databases	10.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

*Introduction to information technology course book,*

Johnson, S 2003, *Show me microsoft office 2003*, Que Publishing,

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Grauer, RT & Barber, M 2000, *Microsoft office 2000 professional*, Prentice Hall, Vol 1.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	59.00
Private Study	25.00
Test	2.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
COURSE PARTICIPATION	15.00	15.00	01 Mar 2005 (see note 1)
LABELLED DIAGRAM	5.00	5.00	01 Mar 2005
SHORT ANSWER TEST	50.00	15.00	01 Mar 2005
ASSIGNMENT	25.00	25.00	01 Mar 2005
SPREADSHEET	10.00	10.00	01 Mar 2005
DATABASE REPORT	10.00	10.00	01 Mar 2005
FINAL TEST	40.00	20.00	01 Mar 2005

### NOTES

1. Students to be advised of all assessment due dates in class.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
It is the students' responsibility to attend and participate appropriately in all classes and activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration. Students must attend all activities scheduled for them and ensure that their attendance is registered with the staff member in charge of the activity.
- 2 Requirements for students to complete each assessment item satisfactorily:  
To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available for each assignment.
- 3 Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by: (i) satisfactorily completing the examination and assignments; and (ii) obtaining at least 50% of the total weighted marks available for all summative assessment items. Students who do not qualify for a Passing grade may, at the discretion of the Examiner, be awarded a Supplementary Examination and/or assigned additional work to demonstrate to the Examiner that they have achieved the required standard. It is expected that such students will have gained at least 40% of the total marks available for all summative assessment items.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.
- 6 Examination information:

In a Restricted Examination, candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the restricted examination for this course are: writing materials (non-electronic and free from material which could give the student an unfair advantage in the examination); English translation dictionaries (but not technical dictionaries);

- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held at a time arranged by the examiner in consultation with the student.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm> or in the current USQ Handbook.

## **ASSESSMENT NOTES**

- 1 The due date for an assignment is the date by which a student must despatch the assignment to the offshore provider. The onus is on the student to provide proof of the despatch date, if requested by the Examiner.
- 2 The examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 3 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.
- 4 Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non directed personal study.
- 5 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

## **OTHER REQUIREMENTS**

- 1 Completion of class exercises and homework are assessed for Course Participation.
  - 2 All assignments must be submitted for students to be eligible to sit the final test.
  - 3 The final test is held during directed teaching time.
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