



The University of Southern Queensland

Course specification

Description: Introduction to Computing Basics						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
HUS	7001	40079	1, 2005	EXT	1.00	Toowoomba

Academic group:	KUMBN
Academic org:	KUMBNL
Student contribution band:	2
ASCED code:	010101

STAFFING

RATIONALE

The modules of the course, taught in conjunction with the other Indigenous Higher Education Pathways Program (IHEPP) courses, aim to develop the students' basic computing skills in order to enhance both their academic and their personal life. This enables the individual to make decisions about their future higher education study, career and personal lifestyle. Central to this aim is the notion that potential university students are expected to display a basic level of achievement in computing skills. This course, through the use of computing, seeks to provide a broad base, which allows each student to begin from their own personal standpoint and develop the necessary technological/ computing skills and qualities to undertake further higher educational studies. The course is also designed to provide optimum flexibility for each student.

SYNOPSIS

Through a process of self-development, students complete the Introduction to Computing Basics while progressing in a program, which requires them to manage their learning and establish their future goals. Effective computing skills and knowledge will assist both the student's entry into higher education undergraduate degree courses and their success during the study in these courses. In addition, the teaching strategy will be inclusive of culturally relevant perspectives of Indigenous communication and its many practising forms within Indigenous communities. Hence, this enables a student to feel comfortable and will relate to the appropriate use of communication skills for the course from an Indigenous perspective. This will also ensure that students become successful and maintain skills into undergraduate studies without compromising cultural identity.

OBJECTIVES

On successful completion of this course students will be able to:

1. enhancing students' both academic and personal needs;
2. develop basic computing skills;
3. develop knowledge of concepts and terminologies associated with computing;
4. manage their self-development through formal study by producing and evaluating their development and use of computing skills.

TOPICS

	Description	Weighting (%)
1.	Introduction To Personal Computing and the Internet	10.00
2.	Windows XP Basics	15.00
3.	Word 2002 Basics	15.00
4.	Borders and Tables	15.00
5.	PowerPoint	15.00
6.	Excel 2002 Introduction	15.00
7.	Access 2002 Introduction	15.00

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).

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.

Martin, G 2004, *Discovering Microsoft Office XP*, John Wiley and Sons Inc, New York, USA.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessment	30.00
Directed Study	45.00
Private Study	85.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
ASSIGNMENT 1	100.00	30.00	15 Apr 2005
ASSIGNMENT 2	100.00	30.00	20 May 2005
ASSIGNMENT 3	100.00	40.00	10 Jun 2005

OTHER REQUIREMENTS

- 1 Normally, to gain a passing grade, students must submit ALL assignments and obtain a satisfactory result in each assessment item. Students will be asked to re-submit an

assignment if they did not complete it to a satisfactory standard and according the marking criteria.

2 No examination is required for this course.
