



The University of Southern Queensland

## Course specification

This version produced 20 Dec 2007.

The current and official versions of the course specifications are available on the web at  
<<http://www.usq.edu.au/coursespecification/current>>.

Please consult the web for updates that may occur during the year.

### Description: Foundation Computing

| Subject | Cat-nbr | Class | Term    | Mode | Units | Campus    |
|---------|---------|-------|---------|------|-------|-----------|
| CSC     | 1402    | 70106 | 3, 2007 | EXT  | 1.00  | Toowoomba |

|                                   |        |
|-----------------------------------|--------|
| <b>Academic group:</b>            | FOSCI  |
| <b>Academic org:</b>              | FOS003 |
| <b>Student contribution band:</b> | 2      |
| <b>ASCED code:</b>                | 029999 |

### STAFFING

Examiner: Richard Watson

Moderator: Ron Addie

### RATIONALE

The development and use of computers and related technologies continues to grow at a rapid pace. There are few areas of society and/or academic study where the impact of computer technology is not readily apparent. In view of this extensive growth in the use of computers, it is necessary for students to gain some basic understanding of computer use across a range of applications in both the educational and broader social context. Students require a sound base of knowledge in order to realise the potential of computers as a general support tool and to apply computers effectively to their university studies and future careers.

### SYNOPSIS

This course will provide students with effective practical skills in using a range of computing applications. Students will learn to choose the most effective applications for specific tasks. In particular, students will gain experience in the use of applications to benefit both their course of study at university and their subsequent careers. Students will be expected to produce high quality documents. In addition to practical skills, students will learn about fundamental computer concepts and the role of computers in our society. Issues involving awareness of how computers impact upon society, such as ethics and privacy, will also be covered. Students must have access to the Internet.

### OBJECTIVES

On completion of this course students will be able to:

1. demonstrate the acquisition of competency and expertise in computer applications (Assignments 1 to 8);
2. independently acquire information from a variety of sources, including the Internet (Assignments 3, 5, 6, 7);

3. effectively manipulate and present numerical data appropriate to their discipline (Assignments 4 and 5, Exam);
4. choose the most effective computer application to perform a variety of real life tasks (Assignments 1 to 8, Exam);
5. use computers as a communication tool (Assignment 1);
6. consider the social and ethical issues regarding use of computers in society (Assignment 7);
7. consider the ergonomics of their use of computers, to prevent physical problems (Assignment 4);
8. demonstrate an understanding of the history of computing and the context in which computers have developed (Assignment 3, Exam);
9. identify elements of computer hardware (Assignment 4, Exam);
10. show a basic understanding of networking and associated protocols (Assignments 6 and 7, Exam).

## TOPICS

|     | Description                    | Weighting (%) |
|-----|--------------------------------|---------------|
| 1.  | Operating Systems and Software | 10.00         |
| 2.  | Word Processing                | 10.00         |
| 3.  | History of Computing           | 5.00          |
| 4.  | Computer Hardware              | 5.00          |
| 5.  | Spreadsheets                   | 10.00         |
| 6.  | Networking                     | 10.00         |
| 7.  | The Internet                   | 10.00         |
| 8.  | Presentation Software          | 10.00         |
| 9.  | Social Context of Computing    | 10.00         |
| 10. | Web Authoring                  | 10.00         |
| 11. | Graphics and Multimedia        | 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).

Students must have access to the Internet, and visit the course website at <http://www.sci.usq.edu.au/courses/CSC1402> regularly. The website is the first point of contact for course related information, assignment instructions and assignment submission and for asking course related questions.

## 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.

Introductory Book 2007, *Course CSC1402 Foundation Computing*, USQ Distance and e-Learning Centre, Toowoomba.

## STUDENT WORKLOAD REQUIREMENTS

| ACTIVITY      | HOURS  |
|---------------|--------|
| Examinations  | 2.00   |
| Private Study | 164.00 |

## ASSESSMENT DETAILS

| Description        | Marks out of | Wtg(%) | Due date                    |
|--------------------|--------------|--------|-----------------------------|
| ASSIGNMENT 1       | 7.00         | 7.00   | 26 Nov 2007<br>(see note 1) |
| ASSIGNMENT 2       | 7.00         | 7.00   | 03 Dec 2007                 |
| ASSIGNMENT 3       | 7.00         | 7.00   | 10 Dec 2007                 |
| ASSIGNMENT 4       | 7.00         | 7.00   | 17 Dec 2007                 |
| ASSIGNMENT 5       | 7.00         | 7.00   | 07 Jan 2008                 |
| ASSIGNMENT 6       | 7.00         | 7.00   | 14 Jan 2008                 |
| ASSIGNMENT 7       | 7.00         | 7.00   | 21 Jan 2008                 |
| ASSIGNMENT 8       | 7.00         | 7.00   | 28 Jan 2008                 |
| 1.5 HR CLOSED EXAM | 44.00        | 44.00  | END S3<br>(see note 2)      |

### NOTES

1. Assignments 1 - 8 are due 11:59:59pm Australian Eastern Standard Time on each due date.
2. Examination dates will be available during the semester, when the university exam timetable has been finalised. The total working time for this semester's Foundation Computing exam is 1.5 hours.

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
There are no attendance requirements for this course. However, it is the students' responsibility 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.
- 2 Requirements for students to complete each assessment item satisfactorily:  
Students do not have to satisfactorily complete each assessment item to be awarded a passing grade in this course. Refer to Statement 4 below for the requirements to receive a passing grade in this course.

- 3 Penalties for late submission of required work:  
Late assignments will only be accepted with prior approval under exceptional circumstances. If students submit after the assignment due date then a penalty of 10% per day for up to five days will be applied. After five days no marks will be awarded.
- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must achieve at least 50% in the examination and at least 50% of the aggregate marks for assignments.
- 5 Method used to combine assessment results to attain final grade:  
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:  
Candidates are allowed to bring only writing and drawing instruments into the Closed examination.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held during the examination period at the end of the semester of the next offering of this course.
- 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**

- 9 All assignments must be submitted electronically through the course web site. Assignment submissions will not be accepted in any other form or by any other means without prior approval.
- 10 The due date for an assignment is the date by which a student's submission must be received electronically at USQ.
- 11 In accordance with University Policy, the Examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 12 The Faculty will NOT accept submission of assignments by facsimile.
- 13 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).
- 14 Students may be required to provide a copy of assignments submitted for assessment purposes. Such copies should be dispatched to the USQ within 24 hours of receipt to do so.

## **OTHER REQUIREMENTS**

- 1 Students will require access to an appropriate computer either via the student's own arrangements or a USQ centre.
- 2 Students will require access to e-mail and have Internet access for this course.