



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: Introduction to Computing Basics

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
HUS	7001	66052	2, 2007	EXT	1.00	Toowoomba

<b>Academic group:</b>	KUMBN
<b>Academic org:</b>	KUMBNL
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	010101

### STAFFING

Moderator: Ron Hampton

### 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. demonstrate a basic knowledge of the importance of computers in education and contemporary society
2. demonstrate a basic knowledge of the application of computer for study purposes

3. demonstrate a basic knowledge of the Internet, and the skills to access knowledge on the WEB using a variety of search engines
4. demonstrate the ability to access information and materials on the USQ Site, including Study Desk (USQConnect) and Library
5. demonstrate the necessary skills of using email to communicate and transfer information
6. demonstrate a basic understanding of the Windows environment and functions, and the ability to work within that environment
7. demonstrate relevant skills in word processing ( Word) appropriate to the presentation of information at a beginning tertiary level
8. demonstrate the skills required to use Power Point to construct a presentation
9. demonstrate a basic knowledge of Excel spreadsheets

## TOPICS

Description	Weighting (%)
1. Introduction To Personal Computing and the Internet	10.00
2. Internet and Library Searching	14.00
3. Windows XP Basics	15.00
4. Word 2003 Basics	25.00
5. PowerPoint	18.00
6. Excel 2002 Introduction	18.00

## 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	30.00	30.00	24 Aug 2007
ASSIGNMENT 2	30.00	30.00	21 Sep 2007
ASSIGNMENT 3	100.00	40.00	02 Nov 2007

## ASSESSMENT NOTES

- 1 Attendance at Residential Schools: Attendance at all scheduled Residential Schools is **COMPULSORY** in order to meet course objectives; it is the student's responsibility to study all material provided to them at Residential Schools 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; and If students are employed they will need to notify their employer of the Residential School dates and arrange for study leave.
- 2 Passing requirements To be assured of a passing grade **IN THIS COURSE**, students must: satisfactorily complete and submit all assignments and achieve at least 50% of the total marks allocated for assignments. Students who have undertaken all of the required assessments in a course but who have failed to demonstrate satisfactory levels of achievement may, at the discretion of the Course Examiner, be granted an additional opportunity (i.e. undertaking equivalent additional work as deemed appropriate) to make up for the unsatisfactory result. An additional opportunity will only be awarded when, at the discretion of the Examiner, a student will be able to achieve the remaining objectives of the course by a date determined by the examiner of this course. Students who have been granted an additional opportunity shall only be assigned a passing grade (C) or a failing grade (F) for this course.
- 3 Assignment The due date for an assignment is the date by which a student must dispatch the assignment to the USQ. The onus is on the student to provide proof of the dispatch date, if requested by the Examiner. If students submit assignments after the due date without prior approval of the Examiner then a penalty of up to 10% of the total marks gained by the student for the assignment will apply for each working week late. Students must retain a copy of each item submitted for assessment. This must be dispatched to USQ within 24 hours if requested by the Examiner; in accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health or documented personal cultural circumstances.
- 4 Legitimacy of assessments Pieces of assessment must be the work of individual students. Joint pieces of assessment are not permitted unless written approval has been obtained from the Examiner. Dishonest action in relation to assessment includes: copying or attempting to copy the work of others; use of or attempting to use information prohibited from use in that form of assessment; submitting the work of another as your own; consciously committing acts of plagiarism ( i.e. taking and using another's thoughts or writings as one's own with intent to deceive).

## OTHER REQUIREMENTS

- 1 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.

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