



## The University of Southern Queensland

### Course specification

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: Advanced Office Applications: Access and Word

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CIS	2200	96025	3, 2009	EXT	1.00	Toowoomba

<b>Academic group:</b>	FOBUS
<b>Academic org:</b>	FOB005
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	029999

#### STAFFING

Examiner: Abdul Hafeez-Baig  
Moderator: Mustafa Ally

#### OTHER REQUISITES

It is highly recommended that students successfully complete CIS1000 before enrolling in this course. Students are required to have access to a personal computer, e-mail capabilities and Internet access to UConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>. Students are also required to provide USQ with their current e-mail address, and regularly check this e-mail address during the course. Students are also required to regularly access the StudyDesk site for the latest course updates.

#### SYNOPSIS

This course focuses on the use of popular desktop applications commonly found in business and administrative environments for the management, processing and analysis of organisational data in order to generate useful business information which is reliably produced by accurate and efficient ICT processes. Students are expected to develop a high level of understanding and competence in performing word processing and database business tasks, including the creation and design of databases. Students apply problem-solving techniques to simulated business scenarios. Successful students should be ready to sit for certification as Microsoft Office Specialists in Word and Access. Formerly MGT2200.

#### OBJECTIVES

On successful completion of this course, students should be able to:

1. perform advanced database functions including the design, structure and query of relational databases and the design and generation of database forms, reports and data access pages
2. perform advanced word processing functions in creating a wide range of effective and efficiently structured and formatted business documents
3. integrate data from diverse sources to enhance the efficiency of administrative functions.

## TOPICS

	Description	Weighting (%)
1.	Relational database design logic and guidelines	20.00
2.	Management and structure of database queries, forms, reports and pages	45.00
3.	Database use, user interfaces, protection of database integrity	10.00
4.	Advanced application of Microsoft Word to a range of complex business tasks, including merge documents, on-screen forms, and collaboration	20.00
5.	Integration of word processing and database activities employing merging and object linking and embedding	5.00

## 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).

Microsoft Office 2007 software - any version of this suite containing Microsoft Access 2007, Microsoft Word 2007, Microsoft Excel 2007 and Microsoft PowerPoint 2007 is suitable. Note that previous versions of Microsoft Office are not suitable due to the significant changes in the 2007 version. USQ students may be able to purchase the 2007 version of the software at a significantly reduced price via a special offer through <<http://www.itsnotcheating.com.au/>>, or contact the USQ Bookshop for alternative student pricing.

Adamski, JJ & Finnegan, KT 2008, New perspectives on Microsoft Office Access 2007 - comprehensive, Thomson Course Technology, Boston, Massachusetts AND Zimmerman, SS, Zimmerman, BB, Shaffer, A & Pinard, KT 2008, New perspectives on Microsoft Office Word 2007 - comprehensive, Thomson Course Technology, Boston, Massachusetts. (Note: the textbooks can be purchased as a shrink-wrapped set from the USQ Bookshop at a special reduced price from the publisher, and further student discount also applies. Contact the USQ Bookshop for details.)

## 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.

Nil.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	40.00
Directed Study	125.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date	Objectives assessed	Graduate skill	Level assessed
ONLINE ACTIVITY	10.00	5.00	02 Dec 2009		U2, U3	2, 2
ASSIGNMENT 1	100.00	15.00	08 Jan 2010	1, 3	U2, U3	2, 2
ASSIGNMENT 2	100.00	25.00	29 Jan 2010	1, 2, 3	U2, U4, U8, U9	2, 2, 2, 2
EXAMINATION - PART A	30.00	15.00	END S3 (see note 1)	1, 2, 3	U2, U4, U8	2, 2, 2
EXAMINATION - PART B	70.00	40.00	END S3	1, 2, 3	U2, U4, U8	2, 2, 2

### NOTES

- The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date for Examination (Parts A and B) after the timetable has been finalised. The total working time for Examination (Parts A and B) is 2 hours.

## GRADUATE QUALITIES AND SKILLS

Elements of the following Graduate Skills are associated with the successful completion of this course.

Graduate skill assessed	Level assessed
Problem Solving (Skill U2)	Intermediate (Level 2)
Academic & Professional Literacy (Skill U3)	Intermediate (Level 2)
Written & Oral Communication (Skill U4)	Intermediate (Level 2)
Managmt, Planning & Org Skills (Skill U8)	Intermediate (Level 2)
Creatvty, Initiative & Entrprse (Skill U9)	Intermediate (Level 2)

## IMPORTANT ASSESSMENT INFORMATION

- Attendance requirements:  
If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, 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.
- Requirements for students to complete each assessment item satisfactorily:  
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- Penalties for late submission of required work:  
If students submit assignments after the due date without prior approval of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply

- for each working day late up to ten working days at which time a mark of zero may be recorded.
- 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% of the total weighted marks available for the course.
  - 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:  
This is a closed examination. Candidates are allowed to bring only writing and drawing instruments into the examination room.
  - 7 Examination period when Deferred/Supplementary examinations will be held:  
Any Deferred or Supplementary examinations for this course will be held during the next examination period.
  - 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

## **ASSESSMENT NOTES**

- 1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the examiner. (iii) In accordance with university policy, the examiner may grant an extension of the due date of an assignment in extenuating circumstances.
- 2 Course weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper.
- 3 Referencing in assignments: Harvard (AGPS) is the referencing system required in this course. Students should use Harvard (AGPS) style in their assignments to format details of the information sources they have cited in their work. The Harvard (AGPS) style to be used is defined by the USQ Library's referencing guide at <http://www.usq.edu.au/library/help/referencing/default.htm>.

## **OTHER REQUIREMENTS**

- 1 Computer, e-mail and Internet access: Students are required to have access to a personal computer, e-mail capabilities and Internet access to UConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.
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