



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: Excel and PowerPoint

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CIS	2202	90096	2, 2009	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB005
Student contribution band:	2
ASCED code:	029999

STAFFING

Examiner: Charmaine Ryan
Moderator: Kristeen Casey

OTHER REQUISITES

It is highly recommended that students successfully complete CIS1000 before enrolling in this course. 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 have Internet access to UConnect, and regularly access the StudyDesk site for the latest course updates.

SYNOPSIS

This course has a major focus on the use of Excel, a popular desktop spreadsheet application commonly found in business and administrative environments for the management, processing and analysis of organisational data in order to generate useful business information. The course also requires students to demonstrate the ability to effectively use Powerpoint software to produce files and templates to support professional quality presentations and documents for a broad range of situations. Students will apply problem-solving techniques to simulated business scenarios. Successful students should be ready to sit for certification as Microsoft Office Specialists in Excel and PowerPoint. Formerly MGT2202.

OBJECTIVES

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

1. construct and use spreadsheets for use in the decision making process and to demonstrate the ability to use charts in an effective manner to present business related data
2. appreciate the role of information processing in the administrative functioning of an organisation
3. use Powerpoint to produce professional quality presentations
4. explain how these applications may be used effectively by an organisation.

TOPICS

	Description	Weighting (%)
1.	Introduction to spreadsheets	10.00
2.	Advanced application of Microsoft Excel to a range of complex administrative tasks	75.00
3.	Advanced application of the integration of the various components of Microsoft Office to a range of complex administrative tasks	5.00
4.	Advanced application of PowerPoint to prepare a presentation	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).

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 significant changes in the 2007 version.

Parsons, JJ, Oja, D, Ageloff, R & Carey, P 2008, New perspectives on Microsoft Office Excel 2007 comprehensive, Thomson Course Technology, Boston, Massachusetts AND Zimmerman, BB & Zimmerman, SS 2008, New perspectives on Microsoft Office PowerPoint 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.

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.

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	10.00	11 Aug 2009	1		
ASSIGNMENT 1	20.00	20.00	01 Sep 2009	1, 2, 4		
ASSIGNMENT 2	25.00	30.00	20 Oct 2009	All		
2-HOUR EXAMINATION	40.00	40.00	END S2 (see note 1)	All		

NOTES

1. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

- 1 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.
- 2 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.)
- 3 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.
- 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 assignment 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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