Description: Introduction to Computing

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
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</tr>
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<tr>
<td>CIS</td>
<td>1000</td>
<td>18158</td>
<td>3, 2002</td>
<td>WEB</td>
<td>1.00</td>
<td>TW MBA</td>
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Academic Group: FOBUS
Academic Org: FOB005
HECS Band: 2
ASCED Code: 029999

STAFFING
Examiner: Rohan Genrich
Moderator: Ee Low

RATIONALE
There have been immense changes in the fields of computing, information technology and communications since the early 1970's. The range and effectiveness of software support has increased significantly. Additionally there has been an increasing convergence of computing and communication technologies. These changes have led to the application of computer-based information technologies in a number of new fields and by an ever-widening range of users. The increasing range of change makes it imperative that all students be provided with a sound base of knowledge and skills to enable them to use computer hardware, operating system software and specialist applications in problem solving and as a support tool within the professional environments they will enter upon graduation. Because these students will be practising professionals in the twenty-first century they will need knowledge of current and likely developments in technology, and an understanding of the implications of these developments for their profession and for society as a whole.

SYNOPSIS
The aim of this course is to review the technical aspects of computer systems and their role within the wider ambit of information systems to enable students to effectively apply the computer as a support tool within their study programme and profession. The course will explore fundamental concepts including hardware and software; input, output and storage devices, communications and the Web; information systems development; multimedia; and database design. In addition, these concepts will be applied within a variety of workplace and social situations; the social and employment implications of information technology; and a systems approach to the practical development of computer-based solutions to selected tasks.
OBJECTIVES

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

- understand basic computing terminology;
- understand and proficiently utilise different types of application software, their usage and uses;
- understand the basic components in a computer system;
- understand the different types of hardware devices: input, output, and storage;
- understand the basic concepts of operating systems;
- understand computer-based communications and networking concepts;
- describe databases and understand the need for information management;
- describe the processes involved in information systems development;
- understand the Internet and associated Web programming tools;
- understand and utilise multimedia applications;
- understand the need for security, privacy and ethical implications in information systems.

TOPICS

<table>
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<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Introduction to Using Computers</td>
<td>6.00</td>
</tr>
<tr>
<td>2. Software: Application Software and the WWW; Operating Systems and Utility Programs</td>
<td>12.00</td>
</tr>
<tr>
<td>3. Hardware: Components in the System Unit; Input, Output and Storage</td>
<td>12.00</td>
</tr>
<tr>
<td>4. Communications: Networks; The Internet and Web Programming</td>
<td>10.00</td>
</tr>
<tr>
<td>5. Information Systems: Databases and Information Management; Information Systems Development</td>
<td>10.00</td>
</tr>
<tr>
<td>6. Miscellaneous: Multimedia; Security, Privacy and Ethics</td>
<td>10.00</td>
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<tr>
<td>7. Using application software: word processor, spreadsheet, database, web authoring and presentation software</td>
<td>40.00</td>
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</table>

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at http://bookshop.usq.edu.au by entering the author or title of the text.

Software to be purchased: Microsoft Office 2000 Professional (recommended) Or Microsoft Office XP Professional.


(Use this practical Textbook is using Microsoft Office 2000 Professional software suite)


(Use this practical Textbook if using Microsoft Office XP Professional software suite.)

(Mandatory Theory Textbook)


(Mandatory reference Textbook)

**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**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Study</td>
<td>165</td>
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**ASSESSMENT DETAILS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
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<th>Due Date</th>
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<tr>
<td>ASSIGNMENT 1</td>
<td>100.00</td>
<td>15.00</td>
<td>Y</td>
<td>20 Dec 2002</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>100.00</td>
<td>25.00</td>
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<td>24 Jan 2003</td>
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<td>EXAMINATION (3 HOURS)</td>
<td>100.00</td>
<td>60.00</td>
<td>Y</td>
<td>END S3</td>
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</table>

(see note )

**NOTES:**

. 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.
OTHER REQUIREMENTS

1 To be assured of a passing grade in this course students will be required to obtain at least 50% for the assignments in aggregate; at least 50% in the final examination; and an overall mark of at least 50%. Final grades for the course will be determined by the addition of the marks obtained in each assessment item, weighted as in the Assessment Details and by considering the students' level of achievement of the objectives of the course. To be assured of a B grade students will be required to obtain an overall mark of 65%. To be assured of an A grade students will be required to obtain an overall mark of 75%. To be assured of an HD grade students will be required to obtain an overall mark of 85%.

2 Due Date: The due date for an assignment is the date by which a student must despatch the assignment to the university. The onus is on the student to provide, if requested, proof of despatch. In the absence of proof, the Course Leader will apply the late penalty. Extensions: Applications for extensions should be in writing and must include supporting documentary evidence. Extensions are only granted in unforeseen and uncontrollable Circumstances, work commitments would not normally constitute exceptional extenuating circumstances. The Course Leader shall consider all documentary evidence (including statement from a doctor, employer, counsellor or independent member of the community as appropriate) accompanying an application for extension and decide on the outcome. Length of extensions: Up to one week's extension (five working days) may be granted if a signed statement with supporting documentation is sent with the assignment, proving that an unforeseen and uncontrollable circumstance caused the delay, for example unusual and unpredictable work or family commitments. If the signed statement and supporting documentation does not show that unforeseen and uncontrollable circumstances were present for the days claimed, then the normal reduction in marks for a late assignment of 20% per working day will apply. Extensions beyond one week are not allowed unless express permission is obtained from the Course Leader. Extensions beyond one week are only granted in extreme circumstance because model answers may be distributed after this time. If you are likely to require an extension for a longer period than one week, you must contact the Course Leader for advice. In most cases, you will be required to complete an alternative make-up assignment. However, make-up assignments are only granted if you have passed all other pieces of assessment for the course. Medical extensions: In the case of an application for extension for medical reasons, the documentation should include a statement from a doctor stating: - the date the medical condition began or changed; - how the condition affected the student's ability to study; - when it became apparent that the student could not submit the assignment. As a rule, you will be granted an extension for the number of working days covered on a medical certificate. In the case of a medical extension, you do not need to contact the Course Leader unless you require an extension of longer than one week. Extensions for family/personal reasons: In the case of an application for extension for family/personal reasons, the documentation should include a statement from a doctor, counsellor or independent member of the community stating: - the date the student's personal circumstances began or changed; - how the circumstances affected the student's ability to complete the assignment; - when it became apparent that
the student could not complete the assignment. In the case of an extension for family/personal reasons you must contact the Course Leader before the due date to discuss the reason for the extension and to negotiate the length of an extension if granted. Extensions for employment-related reasons: In the case of an application for extension for employment-related reasons, the documentation should include a statement from the student's employer stating: - the date the student's employment began or the conditions of employment changed; - how this prevents the student from completing the assignment In the case of an extension for employment-related reasons you must contact the Course Leader before the due date to discuss the reason for the extension and to negotiate the length of an extension if granted.

3 Text Books: Please note that it is the responsibility of the student to acquire a copy of the textbook as soon as their enrolment in the course has been confirmed. Extensions will not be granted on the basis of the student not having a copy of the text, if the text is available from the USQ Bookshop.

4 Students must retain a copy of all assignments which must be produced if/when required by the Course Leader.

5 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.

6 Unless otherwise directed by the Course Leader, all written and oral assignments submitted by students must conform to the guidelines laid out in the Communication Skills Handbook and referencing MUST conform to the Harvard method. Any work not prepared in accordance with these guidelines may be subject to penalty or requirement for resubmission.

7 Any appeal against the award of a grade in the course will be conducted in accordance with University Regulations. These Regulations are published in the University Handbook.

8 Students should also refer to the Academic Regulations and the Guide to Policies and Procedures of the Faculty of Business in the University Handbook for further information on the above matters.