Course Specification

Description: Information Processing A

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-Nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT</td>
<td>2200</td>
<td>18056</td>
<td>3, 2002</td>
<td>WEB</td>
<td>1.00</td>
<td>TWMBA</td>
</tr>
</tbody>
</table>

Academic Group: FOBUS
Academic Org: FOB002
HECS Band: 2
ASCED Code: 080905

STAFFING
Examiner: Barbara Roberts
Moderator: Heather Maguire

PRE-REQUISITES
Pre-requisite: CIS 1000

SYNOPSIS
This course familiarises students with the information processing role of the administrative section of an organisation. Students are expected to display a high level of competence in performing integrated word processing and database business tasks and to apply problem-solving techniques to simulated business projects.

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

- perform advanced word processing functions in solving and presenting effective business correspondence;
- perform advanced database functions including the design and query of databases and the design and generation of database reports;
- integrate data from diverse sources to enhance the efficiency of administrative functions.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Advanced application of Microsoft Word to a range of complex business tasks</td>
<td>35.00</td>
</tr>
<tr>
<td>2. Advanced application of Microsoft Access within a business context</td>
<td>55.00</td>
</tr>
</tbody>
</table>
3. Integration of word processing and database activities employing object linking and embedding

**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.

Microsoft Office Professional 2000 Software.


**STUDENT WORKLOAD REQUIREMENTS**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>40</td>
</tr>
<tr>
<td>Directed Study</td>
<td>125</td>
</tr>
</tbody>
</table>

**ASSESSMENT DETAILS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>15.00</td>
<td>15.00</td>
<td>Y</td>
<td>13 Dec 2002</td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>25.00</td>
<td>25.00</td>
<td>Y</td>
<td>24 Jan 2003</td>
</tr>
<tr>
<td>2 HOUR EXAM</td>
<td>60.00</td>
<td>60.00</td>
<td>Y</td>
<td>END S3</td>
</tr>
</tbody>
</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 achieve a passing grade in this course students must attempt all of the assessments and achieve 50% in the examination and achieve an aggregated mark of at least 50% in the total marks allocated for the assignments and at least 50% of the available marks for the course. Higher grades for the course will be determined by the addition of the marks obtained in each assessment item, weighted as in the Assessment Details. 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. The due date of an assignment is the date by which a student must despatch the assignment to the University, and is normally that defined in the relevant course.
specification. The onus is on the student to provide, if requested, proof of date of despatch.

3 Students should organise their affairs to ensure that they meet due dates for all assignments. Extensions will be granted only under exceptional extenuating circumstances, normally involving a significant medical condition.

4 Students must apply for an assignment extension either before or by the due date with the Course Team Leader. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Course Leader.

5 All assignments despatched after due dates without appropriate extension approvals or after approved extension dates will be penalised up to a maximum of 20% of the assigned mark per work day.

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

7 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.