The University of Southern Queensland

Course Specification

Description: Information Processing B

<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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<td>MGT</td>
<td>2202</td>
<td>14179</td>
<td>2, 2002</td>
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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 part of the information processing role of the administrative section of an organisation. Students are expected to demonstrate a high level of competence in the construction and use of spreadsheets and to display the ability to effectively use Powerpoint software to produce files and templates for professional quality presentations and documents.

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

- 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;
- appreciate the role of information processing in the administrative functioning of an organisation;
- use Powerpoint to produce professional quality presentations.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Introduction to spreadsheets</td>
<td>15.00</td>
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2. Advanced application of Microsoft Excel to a range of complex administrative tasks 60.00
3. Advanced application of the integration of the various components of Microsoft Office to a range of complex administrative tasks 10.00
4. Advanced application of Powerpoint to prepare a presentation 15.00

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 2000 Software.
(Note: These texts may be packaged as a set (wait for further details).)
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STUDENT WORKLOAD REQUIREMENTS

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<tr>
<td>ASSIGNMENT 1</td>
<td>15.00</td>
<td>15.00</td>
<td>Y</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>15.00</td>
<td>15.00</td>
<td>Y</td>
<td>27 Sep 2002</td>
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<td>ASSIGNMENT 3</td>
<td>10.00</td>
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<tr>
<td>2 HOUR EXAMINATION</td>
<td>60.00</td>
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<td>END S2</td>
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NOTES:
4. You will be notified of the official examination date when the scheduling is 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.