The development and use of computers and related technologies continues to grow at a rapid pace. There are few areas of society and/or academic study where the impact of computer technology is not readily apparent. In view of this extensive growth in the use of computers, it is necessary for students to gain some basic understanding of computer use across a range of applications in both the educational and broader social context. Students require a sound base of knowledge in order to realise the potential of computers as a general support tool and to apply computers effectively to their university studies and future careers.

SYNOPSIS

This course will provide students with effective practical skills in using a range of computing applications. Students will learn to choose the most effective applications for specific tasks. In particular, students will gain experience in the use of the Internet, Email, Word Processing, PowerPoint, Spreadsheets and basic web authoring to benefit both their course of study at university and their subsequent careers. Students will be expected to produce high quality integrated documents. In addition to practical skills, students will learn about fundamental computer concepts and the role of computers in our society. Issues involving awareness of how computers impact upon society, such as ethics and privacy, will also be covered. Students must have access to the internet.

OBJECTIVES

On completion of this course students will be able to:

- demonstrate the acquisition of competency and expertise in integrated computer applications;
• independently acquire information from a variety of sources, including the internet and on-line databases;
• effectively manipulate and present numerical data appropriate to their discipline;
• choose the most effective computer application to perform a variety of real life tasks;
• use computers as a communication tool using email and suitable word processing applications;
• consider the social and ethical uses of computers in society;
• evaluate the ethics of their use of computers with particular reference to areas such as privacy and intellectual property rights;
• consider the ergonomics of their use of computers, to prevent physical problems.

TOPICS

Description                                                                 Weighting (%) 
1. Introduction to the use of computers : Scope and uses of computers, information explosion 5.00
2. The Internet, Email, On-line resources : Use of the www to access a variety of sources of information 10.00
3. Introduction to Word Processing : Basic concepts, creating and editing documents 10.00
4. Security, Ethics, Privacy, Ergonomics 5.00
5. Networking Basics 5.00
6. Introduction to presentation software : Creating an effective presentation, basic theory of graphics, examples of graphical applications, introduction to graphics 10.00
7. Advanced Word Processing : Use of import features in an integrated environment, introduction to the basics of desktop publishing 15.00
8. Spreadsheet Concepts : Basic spreadsheet theory, applied problem solving 10.00
9. Advanced Spreadsheets : Use of spreadsheets to present and manipulate data 10.00
10. Web-authoring : Basic website creation, good website design 10.00
11. Web-site creation basics : FTP, file size considerations, use of graphics for web applications 8.00
12. Buying a computer system 2.00

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.
Students must have access to the internet. Students may choose to use either Microsoft Office 2000 or Microsoft Office XP on either an IBM Compatible Computer or a Macintosh respectively. This applies as well to the Textbooks below. 

(Students must have access to the internet. Students may choose to use either Microsoft Office 2000 or Microsoft Office XP on either an IBM Compatible Computer or a Macintosh respectively. This applies as well to the Textbooks below.)

All students should also obtain data files to accompany the Grauer and Barber book. These files can be obtained at http://www.sci.usq.edu.au/courses/csc1402/. External students will receive the files in diskette with their study package.

(Students choosing to use Microsoft Office 2000 will need to purchase this book)

(Students choosing to use Microsoft Office XP will need to purchase this book)

Introductory Book 2003, Course CSC1402 Foundation Computing, USQ Distance Education Centre, Toowoomba.

(Complete Edition - students can use 2002 or 2003 version)

Selected Readings 2003, Course CSC1402 Foundation Computing, USQ Distance Education Centre, Toowoomba.

Study Book 2003, Course CSC1402 Foundation Computing, USQ Distance Education Centre, Toowoomba.

STUDENT WORKLOAD REQUIREMENTS

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<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tr>
<td>Examinations</td>
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<tr>
<td>Lectures</td>
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<tr>
<td>Private Study</td>
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<td>Tutorial</td>
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## ASSESSMENT DETAILS

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<th>Description</th>
<th>Marks Out of</th>
<th>Wtg(%)</th>
<th>Required</th>
<th>Due Date</th>
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<td>ASSIGNMENT 2</td>
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<tr>
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</table>

**NOTES:**
- Examination dates will be available during the semester, when the university exam timetable has been finalised. The total working time for this semester's Foundation Computing exam (Part A and Part B) is 1.5 hours.

## IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   - It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and 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 complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available for each assignment.

3. Penalties for late submission of required work:
   - If students submit assignments after the due date without prior approval then a penalty of 2% of the total marks available for the assignment will apply for each working day late.

4. Requirements for student to be awarded a passing grade in the course:
   - To be assured of receiving a passing grade a student must submit all of the summative assessment items, achieve at least 50% in the examination and at least 50% of the weighted marks for the summative assessment items.

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:
   - In 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 examination period at the end of the semester of the next offering of this course.

8. University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/SECARIAT/calendar/Part5/ or in the printed version of the current USQ Handbook.

ASSESSMENT NOTES

9 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.

10 Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the Examiner.

11 The examiner may grant an extension of the due date of an assignment in extenuating circumstances.

12 The Faculty will normally only accept assessments that have been written, typed or printed on paper-based media.

13 The Faculty will NOT accept submission of assignments by facsimile.

14 Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time, may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

1 Students will require access to an appropriate computer either via the student's own arrangements or a USQ centre.

2 Students will require access to e-mail and internet for this course.