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>
<th>Campus</th>
</tr>
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<tr>
<td>CIS</td>
<td>1000</td>
<td>38124</td>
<td>3, 2004</td>
<td>EXT</td>
<td>1.00</td>
<td>TW MBA</td>
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Academic group: FOBUS
Academic org: FOB005
Student contribution band: 2
ASCED code: 029999

STAFFING
Examiner: Debbie Crabb
Moderator: Rohan Genrich

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:

1. understand basic computing terminology;
2. understand the importance of and differences between information and computer literacy;
3. understand and proficiently utilise different types of applications software (especially gaining proficiency in utilising Word Processors, Spreadsheets, Databases, Web Authoring and Presentation applications), their usage, uses, and users;
4. understand the basic components of the system unit and the way that they interact to form a single computing system;
5. understand the different types of hardware devices (input, output and storage), their usage, uses, and users;
6. understand the basic concepts of operating systems;
7. understand computer-based communications and networking concepts;
8. understand the basic concepts surrounding databases, database management systems, and understand the need for information management;
9. understand the processes involved in information system and program development;
10. understand the concepts surrounding the Internet, e-Commerce/e-Business activities, and associated Web programming tools;
11. understand the social impact of information technology; and
12. understand the need for security, privacy and ethical implications in information systems usage.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Introduction to Using Computers</td>
<td>3.00</td>
</tr>
<tr>
<td>2. Application Software, Operating Systems, and Utilities Programs</td>
<td>6.00</td>
</tr>
<tr>
<td>3. Computer System Components and Peripherals (System Unit, Input, Output and Storage)</td>
<td>6.00</td>
</tr>
<tr>
<td>4. Communications and Networks</td>
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<tr>
<td>5. The Internet and e-Commerce</td>
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<td>6. Databases and Information Management</td>
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<tr>
<td>7. Information Systems Development</td>
<td>9.00</td>
</tr>
<tr>
<td>8. Programming Development and Computer Careers</td>
<td>6.00</td>
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<tr>
<td>9. Social and Ethical Usage of Computing</td>
<td>6.00</td>
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<tr>
<td>10. Using Applications Software - Word Processors, Spreadsheets, Databases, Web Authoring and Presentation Applications</td>
<td>40.00</td>
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</table>
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).

Software to be purchased or accessed: Microsoft Office 2000 Professional OR Microsoft Office XP Professional OR Microsoft Office 2003 Professional.

(Revised printing. Use this textbook if using Microsoft Office 2000 Professional)

(Use this textbook if using Microsoft Office XP Professional or Microsoft Office 2003 Professional)

(Mandatory theory textbook)

(revised and updated edition)

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>
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<tbody>
<tr>
<td>Assessment</td>
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<tr>
<td>Private Study</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
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<tr>
<td>ASSIGNMENT 1</td>
<td>100.00</td>
<td>15.00</td>
<td>15 Dec 2004</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>100.00</td>
<td>25.00</td>
<td>19 Jan 2005</td>
</tr>
<tr>
<td>EXAM A (MULTI-CHOICE)</td>
<td>30.00</td>
<td>18.00</td>
<td>END S3 (see note 1)</td>
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<tr>
<td>EXAM B &amp; C (WRITTEN)</td>
<td>70.00</td>
<td>42.00</td>
<td>END S3</td>
</tr>
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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 for Exam (Parts A and B) after the timetable has been finalised. The total working time for Exam (Parts A and B) is 3 hours.

IMPORTANT ASSESSMENT INFORMATION

1. Attendance requirements:
   If you are an international student in Australia you are advised to attend all classes at your campus. Failure to attend may infringe the conditions of your student visa. 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 complete the assignments satisfactorily, students must obtain at least 50% of the marks available for the assignments in aggregate. To complete the examination satisfactorily, students must obtain at least 50% of the marks available for the examination.

3. Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval then a penalty of 20% 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 attempt all of the summative assessment items, achieve an aggregated mark of at least 50% in the total marks allocated for the assignments, achieve at least 50% in the examination, and at least 50% of the available 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 weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.

6 Examination information:
This is a restricted examination. Candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the examination for this course are (i) Writing materials: non-electronic and free from material which could give the student an unfair advantage in the examination; (ii) Translation dictionaries: with the Examiner's approval, candidates may, take an appropriate non-electronic translation dictionary into the examination. This will be subject to perusal and, if it is found to contain annotations or markings that could give the candidate an unfair advantage, it may be removed from the candidate's possession until the appropriate disciplinary action is completed; and (iii) calculators which cannot hold textual information (students must indicate on their examination paper the make and model of any calculator(s) they use during 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 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/corporateservices/calendar/part5.htm. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL http://www.usq.edu.au/handbook/current/buspolproc.html.

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 item submitted for assessment. This must be produced within five days if required by the Examiner. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner to negotiate such special arrangements. (vi) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.

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: Unless otherwise directed by the Examiner, all written and oral assignments submitted by students must conform to the guidelines laid out in the 'Communication skills handbook: How to succeed in written and oral communication'. Any work not prepared in accordance with these guidelines may be subject to penalty or requirement for resubmission.

4 Make-up Work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the Examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

5 Deferred Work: 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).

6 Appeals: 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.

OTHER REQUIREMENTS

1 E-mail and Internet Access: Students will require access to e-mail and Internet access to USQConnect for this course.