Description: Foundation Computing

Subject  Cat-nbr  Class  Term  Mode  Units  Campus
CSC  1402  48176  3, 2005  EXT  1.00  Toowoomba

Academic group:  FOSCI
Academic org:  FOS003
Student contribution band:  2
ASCED code:  029999

STAFFING
Examiner: Michael de Raadt
Moderator: Billy Yue Ting Shing

RATIONALE
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 applications to benefit both their course of study at university and their subsequent careers. Students will be expected to produce high quality 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:

1. demonstrate the acquisition of competency and expertise in computer applications;
2. independently acquire information from a variety of sources, including the Internet;
3. effectively manipulate and present numerical data appropriate to their discipline;
4. choose the most effective computer application to perform a variety of real life tasks;
5. use computers as a communication tool;
6. consider the social and ethical issues regarding use of computers in society;
7. consider the ergonomics of their use of computers, to prevent physical problems;
8. demonstrate an understanding of the history of computing and the context in which computers have developed;
9. identify elements of computer hardware;
10. show a basic understanding of networking and associated protocols.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. Operating Systems and Software</td>
<td>10.00</td>
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<tr>
<td>2. Word Processing</td>
<td>10.00</td>
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<tr>
<td>3. History of Computing</td>
<td>5.00</td>
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<tr>
<td>4. Computer Hardware</td>
<td>5.00</td>
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<tr>
<td>5. Spreadsheets</td>
<td>10.00</td>
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<tr>
<td>6. Networking</td>
<td>10.00</td>
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<tr>
<td>7. The Internet</td>
<td>10.00</td>
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<td>8. Presentation Software</td>
<td>10.00</td>
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<td>10. Web Authoring</td>
<td>10.00</td>
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<tr>
<td>11. Graphics and Multimedia</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).

Students must have access to the Internet, and visit the course website at http://www.sci.usq.edu.au/courses/CSC1402 regularly.

(ISBN 7777771272)

**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>Examinations</td>
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<td>Private Study</td>
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ASSESSMENT DETAILS

<table>
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<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>7.00</td>
<td>7.00</td>
<td>20 Nov 2005</td>
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<td>ASSIGNMENT 2</td>
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<td>ASSIGNMENT 3</td>
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<td>7.00</td>
<td>11 Dec 2005</td>
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<td>ASSIGNMENT 4</td>
<td>7.00</td>
<td>7.00</td>
<td>18 Dec 2005</td>
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<td>ASSIGNMENT 5</td>
<td>7.00</td>
<td>7.00</td>
<td>08 Jan 2006</td>
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<tr>
<td>ASSIGNMENT 6</td>
<td>7.00</td>
<td>7.00</td>
<td>15 Jan 2006</td>
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<td>ASSIGNMENT 7</td>
<td>7.00</td>
<td>7.00</td>
<td>22 Jan 2006</td>
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<tr>
<td>ASSIGNMENT 8</td>
<td>7.00</td>
<td>7.00</td>
<td>29 Jan 2006</td>
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<td>1.5HR CLOSED EXAM PTA M/CHOICE</td>
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<td>22.00</td>
<td>END S3</td>
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NOTES

1. Assignments 1 - 8 are due 11:59:59pm Australian Eastern Standard Time on each due date.
2. 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:
   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:
   Not applicable

3. Penalties for late submission of required work:
   Late assignments will only be accepted with prior approval under exceptional circumstances. If students submit after the assignment due date then a penalty of 10% per day for up to five days will be applied. After five days no marks will be awarded.

4. Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must achieve at least 50% in the examination and at least 50% of the aggregate marks for assignments.
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/corporateservices/calendar/part5.htm or in the current USQ
Handbook.

ASSESSMENT NOTES

9 The due date for an assignment is the date by which a student's submission must be
received electronically at USQ.

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 such as illness. Practicum requirements for other courses will not be
considered valid reasons for granting an extension to assignment due dates.

12 All assignments must be submitted electronically through the course website. Assignment
submissions will not be accepted in any other form without prior approval.

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.