Description: Information Processing A

Subject | Cat-nbr | Class | Term | Mode | Units | Campus
--------|---------|-------|------|------|-------|-------
MGT     | 2200    | 40158 | 1, 2005 | EXT | 1.00  | Toowoomba

Academic group: FOBUS
Academic org: FOB002
Student contribution band: 2
ASCED code: 080905

STAFFING
Examiner: Barbara Roberts
Moderator: Heather Maguire

OTHER-REQUISITES
It is highly recommended that you successfully complete CIS1000 before enrolling in this course.

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 word processing and database business tasks, including the creation and design of databases, and to apply problem-solving techniques to simulated business projects.

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

1. perform advanced word processing functions in solving and presenting effective business documents;
2. perform advanced database functions including the design and query of databases and the design and generation of database forms and reports;
3. 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>Advanced application of Microsoft Word to a range of complex business tasks</td>
<td>35.00</td>
</tr>
<tr>
<td>Advanced application of Microsoft Access within a business context</td>
<td>60.00</td>
</tr>
</tbody>
</table>
3. Integration of word processing and database activities employing merging and object linking and embedding

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).

Microsoft Office 2002 (XP) or Microsoft Office 2003 software. Select the textbooks to match the version of Microsoft Office being used. Note that the USQ student computing laboratories will have Microsoft Office Version 2003 installed, and Microsoft Office 2002 (XP) will be available via terminal services.


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>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>40.00</td>
</tr>
<tr>
<td>Directed Study</td>
<td>125.00</td>
</tr>
</tbody>
</table>

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>25.00</td>
<td>25.00</td>
<td>29 Apr 2005</td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>15.00</td>
<td>15.00</td>
<td>03 Jun 2005</td>
</tr>
<tr>
<td>2 HOUR EXAMINATION</td>
<td>60.00</td>
<td>60.00</td>
<td>END S1 (see note 1)</td>
</tr>
</tbody>
</table>

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 after the timetable has been finalised.
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 10% 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 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
   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

ASSESSMENT NOTES

9 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 24 hours if required by
   the Examiner. (iii) The Examiner may grant an extension of the due date of an
   assignment in extenuating circumstances. Students may apply for an assignment
   extension by contacting the Examiner before or by the due date. Such applications
should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Examiner.

10 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.