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>
<th>Campus</th>
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<tbody>
<tr>
<td>MGT</td>
<td>2202</td>
<td>44158</td>
<td>2, 2005</td>
<td>ONC</td>
<td>1.00</td>
<td>Toowoomba</td>
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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 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:

1. 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;
2. appreciate the role of information processing in the administrative functioning of an organisation; and
3. 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>
</tr>
<tr>
<td>2. Advanced application of Microsoft Excel to a range of complex administrative tasks</td>
<td>60.00</td>
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</table>
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**

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 software or Microsoft Office 2003 software.
Grauer, RT & Barber, M 2004, 'Microsoft Office Excel 2003 comprehensive', Prentice Hall, Upper Saddle River, New Jersey AND Grauer, RT & Barber, M 2004, 'Microsoft Office PowerPoint 2003 comprehensive', Prentice Hall, Upper Saddle River, New Jersey. (Note: The textbooks for the 2003 versions of Excel and PowerPoint are compatible with Office 2002 (XP) as well. Only the 2003 version textbooks detailed here may be used due to content and structure changes with previous versions. Also, these texts may be packaged as a set - wait for further details).

MGT2202 study package available from the USQ Bookshop.

**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>Laboratory or Practical Classes</td>
<td>24.00</td>
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<tr>
<td>Lectures</td>
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<tr>
<td>Private Study</td>
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<td>Tutorials</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>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>15.00</td>
<td>15.00</td>
<td>22 Aug 2005</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>15.00</td>
<td>15.00</td>
<td>20 Sep 2005</td>
</tr>
<tr>
<td>ASSIGNMENT 3</td>
<td>10.00</td>
<td>10.00</td>
<td>21 Oct 2005</td>
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<tr>
<td>2 HOUR EXAMINATION</td>
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<td>60.00</td>
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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 after the timetable has been finalised.

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 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 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) If requested, students will be required to provide a copy of an assignment submitted for assessment purposes. This should be despatched to the USQ within 24 hours of receipt of a request being made. (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.

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.

OTHER REQUIREMENTS

1 Learning Resources: Prescribed text and materials (see above); prescribed reference materials (see above); printed Introductory Book* and Study Book/s*; CD (compact disc)*; and course Website accessible via USQConnect. *part of the study package available from the USQ Bookshop.