Description: Preparatory Computing

Subject | Cat-nbr | Class | Term | Mode | Units | Campus
--------|---------|-------|------|------|-------|-------
TPP | 7190 | 40027 | 1, 2005 | EXT | 1.00 | Toowoomba

Academic group: OPACS
Academic org: OPACSP
Student contribution band: 2
ASCED code: 020199

STAFFING
Examiner: Janet Taylor
Moderator: David Bull

RATIONALE
In today's society the development and use of computer technology continues to grow at a rapid pace, so that there are few aspects of life that are not touched by these innovations. University study in particular has undergone rapid change in this area. An undergraduate student today is expected to come to university study with computer literacy levels which include knowledge and skills associated with internet use, storage of information within computer filing systems, computer based communication, word processing and other computer based applications. This course contains a collection of core computing skills necessary for entry into university undergraduate study. Central to this course is the concept that students should be able to take control of and manage their own learning associated with computer skills and knowledge, and develop problem solving strategies that will enable them to adjust to the rapidity of change within the 21st century communication and information technology environments as they apply to university study.

SYNOPSIS
The course guides students through a carefully sequenced series of topics and real world situations, which will provide the foundation for computing skills necessary for the commencement of university studies. The structure of the course allows students to work at their own pace developing confidence and problem solving skills that will allow them to accommodate more easily to future changes in computing technologies. The course will review the nature of the computer and its parts, a typical university computer based student support system, computer-based communication, management and storage of information on a computer and a range of computing applications, including the Internet and word processing.

OBJECTIVES
On completion of this course students will be able to:
1. demonstrate an understanding of basic computing terminology;
2. demonstrate an understanding of basic computer hardware and software components;
3. use effectively a typical university computer based student support system such as USQconnect;
4. use effectively communication tools such as email, discussion groups, mailing lists and chat rooms;
5. demonstrate an understanding of computer operating systems for file management and program application;
6. use effectively a standard word processing package to produce a document such as an assignment;
7. use effectively the Internet for research;
8. use effectively at least one other specified application such as spreadsheet or presentation software;
9. demonstrate an understanding of the need for security, privacy and ethical behaviour within a computing environment.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>You and your computer</td>
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<td>Study and the computer</td>
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<tr>
<td>Communication and the computer</td>
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<tr>
<td>Managing your computing environment</td>
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<tr>
<td>Word processing</td>
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<tr>
<td>The Internet</td>
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<td>Other applications</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 would require access to the following computer hardware as a minimum. More advanced systems are encouraged, check your destination faculty requirements. Pentium Processor (500 MHz) or equivalent with at least 128 megabytes of RAM, 10 gigabyte minimum of hard disk space, super VGA monitor, mouse, 3 1/2” Floppy drive, CD-ROM drive (24 speed minimum), 56 K modem and a printer. Students are required to have access to a computer that operates the following software: Windows Operating System equivalent to Windows 2000 or later; Internet Browser, equivalent to Internet Explorer 5 or later, Microsoft Office 2000 or later. Students must have regular access to the Internet, either through home, work or other facility.
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

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<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<td>Private Study</td>
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ASSESSMENT DETAILS

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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:
   To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available for each assignment. Students may be required to re-submit an assignment or complete extra work for each assignment that is unsatisfactory. All assignments, extra work and re-submissions must be received prior to the exam period for the semester in which the course is offered.
3 Penalties for late submission of required work:
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. If students submit assignments after the due date
without prior approval then a penalty of 5% of the total marks gained by the student
for the assignment may 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, students must gain at least 50% in each of
the assignments and obtain at least 50% of the total weighted marks available for all
assessment items. Students who do not qualify for a Passing grade may, at the discretion
of the Examiner, be awarded a Supplementary Examination and/or assigned additional
work to demonstrate to the Examiner that they have achieved the required standard.

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 obtained for each of the summative assessment items in the course.

6 Examination information:
There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
There is no examination in 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 Students must retain a copy of each item submitted for assessment. This must be
produced within five days if required by the Examiner.

OTHER REQUIREMENTS

1 Students will require access to a computer, specific software, e-mail and Internet access
to USQconnect for this course (see above).

2 CMA questions are available for each module. Students can complete them if desired,
they are not a compulsory part of the assessment for the course.