Description: Information Processing A

Subject Cat-nbr Class Term Mode Units Campus
MGT  2200  62126  1, 2007  EXT  1.00  Toowoomba

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

STAFFING

Moderator: Heather Maguire

OTHER REQUISITES

It is highly recommended that you successfully complete CIS1000 before enrolling in this course. Students are required to have access to a personal computer, e-mail capabilities and Internet access to USQConnect. Current details of computer requirements can be found at http://www.usq.edu.au/handbook/current/busgeninfo.html

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

The course objectives define the student learning outcomes for a course. The assessment item/s that may be used to assess student achievement of an objective is/are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. perform advanced word processing functions in solving and presenting effective business documents (Assignment 1, Assignment 2, Examination)
2. perform advanced database functions including the design and query of databases and the design and generation of database forms and reports (Assignment 1, Assignment 2, Examination)
3. integrate data from diverse sources to enhance the efficiency of administrative functions (Assignment 1, Assignment 2, Examination).
## TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Advanced application of Microsoft Word to a range of complex</td>
<td>35.00</td>
</tr>
<tr>
<td>business tasks</td>
<td></td>
</tr>
<tr>
<td>2. Advanced application of Microsoft Access within a business context</td>
<td>60.00</td>
</tr>
<tr>
<td>3. Integration of word processing and database activities employing</td>
<td>5.00</td>
</tr>
<tr>
<td>merging and object linking and embedding</td>
<td></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).

Microsoft Office 2002 (XP) or Microsoft Office 2003 software.
Adamski, JJ & Finnegan, KT 2006, New perspectives on Microsoft Office Access 2003, 2nd edn - comprehensive, Thomson Course Technology, Boston, Massachusetts AND Zimmerman, SS, Zimmerman, BB & Shaffer, A 2006, New perspectives on Microsoft Office Word 2003, CourseCard edn - comprehensive, Thomson Course Technology, Boston, Massachusetts. (Note: The textbooks for the 2003 versions of Access and Word are compatible with Office 2002 (XP). Only the 2003 version textbooks detailed here may be used. Also, these texts may be packaged as a set and available for purchase from the USQ Bookshop - wait for further details!).

## 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.

Nil.

## STUDENT WORKLOAD REQUIREMENTS

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
<td>40.00</td>
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<tr>
<td>Directed Study</td>
<td>125.00</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>02 May 2007</td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>25.00</td>
<td>25.00</td>
<td>07 Jun 2007</td>
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<tr>
<td>2 HOUR EXAMINATION</td>
<td>60.00</td>
<td>60.00</td>
<td>END S1</td>
</tr>
<tr>
<td>(see note 1)</td>
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</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. 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 satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)

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 submit all of the assessment items, achieve at least 50% for the examination and at least 50% of the total weighted marks available for the course.

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:
   This is a closed examination. Candidates are allowed to bring only writing and drawing instruments into the examination room.

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

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) In accordance with university policy, the examiner may grant an extension of the due date of an assignment in extenuating circumstances.

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.

OTHER REQUIREMENTS

1 Learning resources: Prescribed texts and materials (see above); printed Introductory Book and Study Book/s; CD (compact disc); and course Website accessible via USQConnect.