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>66122</td>
<td>2, 2007</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
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</table>

Academic group: FOBUS
Academic org: FOB005
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/business/aboutfob.htm

SYNOPSIS
This course familiarises students with part of the information processing role of the administrative section of an organisation in order to support business processes. Students are expected to demonstrate a high level of analysis and skills in the construction and use of spreadsheets and use a broad range of spreadsheet functions and tools. Students are also expected to demonstrate the ability to effectively use Powerpoint software to produce files and templates to support professional quality presentations and documents for a broad range of situations.

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. 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 (Assignment 1, Assignment 2, Examination)
2. appreciate the role of information processing in the administrative functioning of an organisation (Assignment 1, Assignment 2, Assignment 3, Examination)
3. use Powerpoint to produce professional quality presentations (Assignment 3, Examination).
### 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>
</tr>
<tr>
<td>3. Advanced application of the integration of the various components of Microsoft Office to a range of complex administrative tasks</td>
<td>10.00</td>
</tr>
<tr>
<td>4. Advanced application of PowerPoint to prepare a presentation</td>
<td>15.00</td>
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### 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 2006, 'Microsoft Office Excel 2003 comprehensive revised edition', 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 are compatible with both Office 2002 (XP) and Office 2003 software. Only the revised edition of the Excel 2003 textbooks detailed here may be used due to significant content and structure changes. Older versions of both textbooks are not suitable. Also, these texts may be packaged as a set - 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.

### 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>
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**ASSESSMENT DETAILS**

<table>
<thead>
<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>27 Aug 2007</td>
</tr>
<tr>
<td>ASSIGNMENT 2</td>
<td>15.00</td>
<td>15.00</td>
<td>05 Oct 2007</td>
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<tr>
<td>ASSIGNMENT 3</td>
<td>10.00</td>
<td>10.00</td>
<td>26 Oct 2007</td>
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<tr>
<td>2 HOUR EXAMINATION</td>
<td>60.00</td>
<td>60.00</td>
<td>END S2</td>
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</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 of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded.

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% 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.

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 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at
Students should also read the Faculty of Business Policies and Procedures which can be found at http://www.usq.edu.au/business/aboutfob.htm.

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) Students must retain a copy of each assignment 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.

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 texts and materials (see above); recommended reference materials (see above); printed Introductory Book and Study Book/s; CD (compact disc); and course Website accessible via USQConnect.