Course Code: BUS107A
Course Name: Introduction to Computing
Semester: Semester 1, 2015
Program: Certificate IV Tertiary Preparation Program
Mixed English & Academic Program
Credit Points: 10
Course Coordinator: Amanda Day
Document modified: 24 Feb 2015 09:48:18

Teaching Team
Your lecturer/tutor can be contacted via the email system on the portal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Day</td>
<td><a href="mailto:Amanda.Day@staff.qibt.qld.edu.au">Amanda.Day@staff.qibt.qld.edu.au</a></td>
</tr>
<tr>
<td>Robyn Woolgar</td>
<td><a href="mailto:Robyn.Woolgar@staff.qibt.qld.edu.au">Robyn.Woolgar@staff.qibt.qld.edu.au</a></td>
</tr>
</tbody>
</table>

Staff Consultation
Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the QIBT Portal under the “myTimetable” link.

Prerequisites
There are no prerequisites for this course

Brief Course Description
This course is a core course for all streams within the Certificate IV in University Foundation Studies and is designed to provide students with an understanding of the main applications of computers, and an appreciation of the role information processing plays in universities and the wider community.

Rationale
This is a core course delivered at the beginning of the Certificate IV program and is designed to provide students with basic skills in utilising personal productivity tools for use in research, assignments and presentations. Students will also be equipped with skills in hardware and software consideration and identification, so as to understand computer configurations for their own purchase. Students will begin to think critically about the social implications of computers, and consider the advantages and disadvantages associated with health, communication, privacy, and security issues in information technology today. To achieve this students will be actively involved in class activities and demonstrate their understanding by researching and presenting these topics.

Aims
The course aims to provide students with a broad understanding of computers, an acquisition of skills in the main applications of computers, researching techniques and an appreciation of the role of information communication technology (ICT) in society.

Learning Outcomes
On successful completion of this course you will be able to:

1. Demonstrate an understanding of, and proficient use of, word processing features required for the professional environment and/or further learning. Use cognitive, technical and communications skills to present reports, essays and other documents.

2. Develop knowledge of various types of computer software including application, operating system, utility programs and malware. Apply theoretical skills to demonstrate an understanding of the role and purpose of each type of computer software.
Required Resources:
- Texts and Supporting Materials
- and communication skills to create a presentation that includes audio, visual and stylist elements.

4. Develop knowledge and demonstrate proficient use of the main functions of the Internet and World Wide Web. Apply theoretical skills to evaluate the properties of the Internet, World Wide Web and different types of websites.

5. Develop knowledge of computer communication networks, security, privacy and ethical issues involved in Information Communication Technology. Apply theoretical skills to evaluate ICT network requirements and equipment. Apply theoretical skills to analyze security risks and solutions, privacy issues and networked behaviour.

6. Demonstrate an understanding of, and proficient use of, spreadsheet features required for the professional environment and/or further learning. Use cognitive, technical and communication skills to present reports, charts, tables and other statistical data.

7. Develop and demonstrate an understanding of, and proficient use of, database management systems required for the professional environment and/or further learning. Use cognitive, technical and communication skills to create, store, retrieve and maintain information.

8. Demonstrate an understanding of, and proficient use of, presentation features required for the professional environment and/or further learning. Use cognitive, technical and communication skills to create a presentation that includes audio, visual and stylist elements.

Texts and Supporting Materials

Required Resources:
- A USB Flash Drive will be required for the purpose of transporting your work for this course.
- A computer Printing Account ID will be required to print tasks and assessments in the computer lab. There also needs to be CREDIT available on the card or account.
- Additional Course Notes are provided via the QIBT portal (Learning@QIBT>Introduction to Computing). If indicated some of these notes need to be printed prior to arriving to class.
- Students do not need to purchase a workbook as electronic copies will be made available on the Portal.

Organisation and Teaching Strategies

Each week, students are required to attend 4 hours of contact time. The four (4) hours of class time will be delivered in the computer laboratory, be an interactive combination of social issues in information communication technology using research techniques and application software and will help students gain:

- a broad understanding of computers;
- an acquisition of skills in the main computer software applications using word processing, spreadsheets, database and presentation programs;
- researching techniques; and
- An appreciation of the role of information communication technology in society.

Class Contact Summary

It is important for you to attend the 4 hour session in the computer laboratory each week. Attendance will be recorded twice in a 4 hour session. You must be present for both roll markings.

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 with passing grades achieved in more than 50% of courses in any semester [please see QIBT Policy Library - Program Progression Policy - for more information].

In addition to the 4 hours spent in computer laboratory time for this course, you are expected to undertake independent study (approximately 6 hours) outside of class time by reviewing your work each week in conjunction with any weekly additional readings, from the QIBT portal or URL’s given in presentations. Any allocated exercises or tasks not completed during class time, will need to be completed prior to the following weeks class.

You are required to bring your USB flash drive and any recommended downloaded printed course materials from the QIBT portal, to class each week.

Content Schedule

The sequence of the course has been selected so that you initially gain presentation skills, so students can prepare a verbal presentation. Word processing skills will be taught at the completion of presentation skills, in conjunction with research skills for assignment presentation and layout. Researching techniques will be developed in social issues in information communication technology. The course will then progress to spreadsheets software skills.

The following weekly teaching schedule is a guideline only:

Weekly Teaching Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Activity</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Course overview</td>
<td>Lecture</td>
<td>Overview and Introduction ppt.</td>
</tr>
<tr>
<td></td>
<td>Application Software</td>
<td>Lecture</td>
<td>BUS107 Week 1 ppt.</td>
</tr>
<tr>
<td></td>
<td>Introduction: File Management, Use of G: and H: drives</td>
<td>Class</td>
<td>Portal/Portal Notes</td>
</tr>
<tr>
<td></td>
<td>QIBT Portal Familiarisation</td>
<td>Class</td>
<td>Portal/Portal Notes</td>
</tr>
<tr>
<td></td>
<td>PowerPoint 1</td>
<td>Class</td>
<td>Workbook</td>
</tr>
<tr>
<td>2</td>
<td>Using Dropbox</td>
<td>Lecture</td>
<td>BUS107 Week 2 ppt.</td>
</tr>
<tr>
<td></td>
<td>Operating software, utility programs and Malware</td>
<td>Lecture</td>
<td>BUS107 Week 2 ppt.</td>
</tr>
<tr>
<td></td>
<td>Word Processing 1</td>
<td>Class</td>
<td>Workbook</td>
</tr>
<tr>
<td></td>
<td>Portfolio 1</td>
<td>Class</td>
<td>Portfolio 1 will be issued in class</td>
</tr>
<tr>
<td>3</td>
<td>The Internet, websites, and internet telephony</td>
<td>Lecture</td>
<td>BUS107 Week 3 ppt.</td>
</tr>
<tr>
<td>Item</td>
<td>Assessment Task</td>
<td>Weighting</td>
<td>Relevant Learning Outcomes</td>
</tr>
<tr>
<td>------</td>
<td>----------------</td>
<td>-----------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Portfolio 1</td>
<td>5%</td>
<td>1,2,4,6</td>
</tr>
<tr>
<td>2</td>
<td>In Class Test 1</td>
<td>20%</td>
<td>1,2,4,8</td>
</tr>
<tr>
<td>3</td>
<td>Portfolio 2</td>
<td>5%</td>
<td>1,5,7</td>
</tr>
<tr>
<td>4</td>
<td>In Class Test 2</td>
<td>20%</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Power Point Presentation/PORTFOLIO</td>
<td>25%</td>
<td>4,8</td>
</tr>
</tbody>
</table>

**Assessment**

This section sets out the assessment requirements for this course.

**Summary of Assessment**
Assessment Details

Portfolio 1, 2 and 3:
These assessments will be issued in class time in weeks 2, 6 and 11. Students will be allocated tasks in order for them to demonstrate their understanding of theoretical concepts covered in the course. This is an open book assessment and contributes to the achievement of learning outcomes 1, 2, 3, 4, 5, 6 and 7. The submission of the Portfolios is in weeks 4, 8 and 13. The Portfolio needs submitting to the Dropbox before the commencement of the class, a hard copy needs submitting to the lecturer at the start of the class.

In Class Tests:
These assessments will be completed during class time in weeks 5 and 9 and contribute to the achievement of learning outcomes 1, 2, 3, 5, 7 and 8. In class test 1: Multiple choice theory questions and word processing assessment. Students will be provided with word processing notes from the workbook for the assessment. In class test 2: Multiple choice theory questions and database assessment. Students will be provided with database notes from the workbook for the assessment.

PowerPoint Presentation Assessment:
This assessment item includes a researched topic allocated to the student. This is to be presented to the class using PowerPoint. Students are required to submit the PowerPoint presentation along with a research PORTFOLIO. The research portfolio comprises a printed copy of the Powerpoint, a correctly formatted Reference List and copies of all literature/research used for the presentation with the sections used clearly highlighted. These items are to be submitted at the beginning of class in WEEK 10. The portfolio is to be presented as per the requirements with a completed QIBT Assignment Cover Sheet.

This assessment will contribute to the achievement of learning outcomes 4 and 8.

The PowerPoint Presentations will take place in weeks 10, 11 or 12 of the semester. The lecturer will advise students of the week of presentation.

Final Assessment:
The final assessment is held in Week 14 of the semester. This assessment includes multiple choice theory questions and Excel assessment. The assessment is normally 2.5 hours in duration.

In order to gain a passing grade you MUST achieve 50% or more of the total marks available in this course. All items of assessment must be submitted on time to give you the best chance of success in the course.

Submission and Return of Assessment Items

Normally you will be able to access your results within fourteen [14] days of the due date for submission of the assignment. ALL assessment submitted in this course must be retained by QIBT as directed by the Australian Skills Quality Authority (ASQA) made under section 28 (1) of the National Vocational Education and Training Regulator Act 2011.

Retention of Originals

Students must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

Extensions

To apply for an extension of time for an assessment item you must submit a written request to your lecturer via the Student Website at least 48 hours before the due date of the assessment item is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation (e.g. medical certificate). Please refer to the QIBT website - Policy Library - for guidelines regarding extensions and deferred assessment.

Penalties for late submission without an approved extension

Penalties apply to assignments that are submitted after the due date without an approved extension. Assessment submitted after the due date will be penalised 10% of the TOTAL marks available for assessment (not the mark awarded) for each day the assessment is late. Assessment submitted more than five days late will be awarded a mark of zero (0) For example:

- > 5 minutes and <= 24 hours 10%
- > 24 hours and <= 48 hours 20%
- > 48 hours and <= 72 hours 30%
- > 72 hours and <= 96 hours 40%
- > 96 hours and <= 120 hours 50%
- > 120 hours 100%

Note:

- Two day weekends will count as one day in the calculation of a penalty for late submission.
- When a public holiday falls immediately before or after a weekend, the three days will count as one day in the calculation of a penalty for late submission.
- When two public holidays (e.g. Easter), fall immediately before or after, or one day either side of a weekend, the four days will count as two days in calculating the penalty for late submission.
- When a single public holiday falls mid-week, the day will not be counted towards the calculation of a penalty.
Please refer to the QIBT website - Policy Library > Assessment Policy for guidelines and penalties for late submission.

Assessment Feedback

Assessments will be returned to students by the lecturer with feedback provided, in a class situation, so that students can evaluate results. All assessments and exams must be returned to the lecturer.

Generic Skills

QIBT aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

<table>
<thead>
<tr>
<th>Generic Skills</th>
<th>Taught</th>
<th>Practised</th>
<th>Assessed</th>
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</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Oral Communication</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Secondary Research</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Critical and Innovative Thinking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Self Directed Learning</td>
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<tr>
<td>Team Work</td>
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<tr>
<td>Cultural Intelligence</td>
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<tr>
<td>English Language Proficiency</td>
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Additional Course Generic Skills

Additional Course Information

It is essential that students maintain backup copies of work in two independent locations. No excuse will be accepted for computer or printer breakdown the night before an assignment is due. A duplicate copy will allow students to print in the QIBT computer labs.

In addition to formal contact hours, students are provided with extra support through individual consultation with teaching staff, tutorials in English language, and self-access computer laboratories.

Teacher and Course Evaluations

The majority of students are very satisfied with the teaching and the teachers in the course. Students have appreciated learning how to use different software packages that will prepare them for future academic studies. Acknowledgement is given to feedback provided by students by making changes to the course wherever possible. Course improvements usually focus on the development of practical computer-based learning experiences.

Student feedback is respected and valued by lecturers and tutors. Students are encouraged to provide thoughts on the course and teaching, both positive and critical, directly to lecturers and tutors or by completing course and lecturer evaluations on the QIBT portal whenever these are available.

Academic Integrity

QIBT is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual’s and the College’s reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, QIBT also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at QIBT, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

Please ensure that you are familiar with the QIBT Academic Integrity Policy; this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the QIBT website – Policy Library.

Risk Assessment Statement

There are no out of the ordinary risks associated with this course.