



Queensland, Australia

<b>Course Code:</b>	<b>BUS107A</b>
<b>Course Name:</b>	<b>Introduction to Computing</b>
<b>Semester:</b>	<b>Semester 1, 2016</b>
<b>Program:</b>	Certificate IV Tertiary Preparation Program
	Mixed English & Academic Program
<b>Credit Points:</b>	10
<b>Course Coordinator:</b>	Amanda Day
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#### Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.	
<b>Name</b>	<b>Email</b>
Amanda Day	<a href="mailto:Amanda.Day@staff.griffithcollege.edu.au">Amanda.Day@staff.griffithcollege.edu.au</a>
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#### 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 Griffith College 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.
3. Develop knowledge of computer hardware including peripheral devices and internal computer components and their inter-related workings. Apply theoretical skills to solve simple problems associated with analysing appropriate computer hardware necessary for particular purposes. Apply theoretical skills to demonstrate the main roles of the interrelated computer components in achieving specific tasks.
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 analyse 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 stylistic elements.

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### 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 Griffith College portal (Learning@Griffith College>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.**

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### 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 Griffith College 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 Griffith College 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 Griffith College portal, to class each week.

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### 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 spreadsheet software skills.

The following weekly teaching schedule is a guideline only.

### Weekly Teaching Schedule

Week	Topic	Activity	Readings
1	Course overview	Lecture	Overview and Introduction ppt.
	Application Software	Lecture	BUS107 Week 1 ppt.

	Introduction: File Management, Use of G: and H: drives	Class	Portal/Portal Notes
	QIBT Portal Familiarisation	Class	Portal/Portal Notes
	PowerPoint 1	Class	Workbook
2	Using Dropbox	Lecture	BUS107 Week 2 ppt.
	Operating software, utility programs and Malware	Lecture	BUS107 Week 2 ppt.
	Word Processing 1	Class	Workbook
	Portfolio 1	Class	Portfolio 1 will be issued in class
3	The Internet, websites, and internet telephony	Lecture	BUS107 Week 3 ppt.
	Search engines and the GU Library	Lecture	WorkbookBUS107 Week 3 ppt.
	Word Processing 2	Class	Workbook
4	Word Processing 3	Class	Workbook
	Portfolio 1	Assessment	Submission of Portfolio 1
5	Word Processing revision	Class	
	In Class Test 1	Examination	Students need printing account with credit on it to print the assessment
6	Ergonomics and databases	Lecture	BUS107 Week 6 ppt.
	Databases 1	Class	Workbook
	Portfolio 2	Assessment	Portfolio 2 will be issued in class
7	Security and privacy risks, biometrics and ethical issues	Class	BUS107 Week 7 ppt.
	Databases 2	Class	
8	Databases 3	Class	Workbook
	Portfolio 2	Assessment	Submission of Portfolio 2
9	Database revision	Class	
	In Class Test 2	Examination	Students need printing account with credit on it to print the assessment
10	Components of the system unit and computer communication	Lecture	BUS107 Week 10 ppt.
	Spreadsheet 1	Class	Workbook
	PowerPoint Presentation-Group 1	Practical	Submission of PowerPoint and Portfolio. Students to present in class
11	Computer hardware	Lecture	BUS107 Week 11 ppt.
	PowerPoint Presentation-Group 2	Practical	Students to present in class
	Portfolio 3	Assessment	Portfolio 3 will be issued in class
	Spreadsheet 2	Class	Workbook
12	Communication networks, standards and network topology	Lecture	BUS107 Week 12 ppt.
	Spreadsheet 3	Class	Workbook
	PowerPoint Presentation-Group 3	Practical	Students to present in class
13	Revision for Final Exam	Class	Portal/Portal Notes
	Deferred Assessments	Class	
	Portfolio 3	Assessment	Submission of Portfolio 3
	AQTF (Survey)	Practical	Students to complete in class
14	Final Exam	Class	Students to bring own Printing Account ID with credit on it to print the assessment.

### Assessment

This section sets out the assessment requirements for this course.

### Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
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1	Portfolio 1	5%	1,2,4,6	4
2	In Class Test 1	20%	1,2,4,8	5
3	Portfolio 2	5%	1,5,7	8
4	In Class Test 2	20%	5,7	9
5	Power Point Presentation/PORTFOLIO	25%	4,8	10
6	Portfolio 3	5%	3,5	13
7	Final Assessment	20%	3,5,6	14

### **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 Griffith College 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 Griffith College 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 assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment 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. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

### **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.

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### **Generic Skills**

Griffith College 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:

<b>Generic Skills</b>	<b>Taught</b>	<b>Practised</b>	<b>Assessed</b>
Written Communication		Yes	Yes
Oral Communication		Yes	Yes
Information Literacy	Yes	Yes	Yes
Secondary Research	Yes	Yes	Yes
Critical and Innovative Thinking			
Academic Integrity	Yes	Yes	Yes
Self Directed Learning		Yes	
Team Work		Yes	
Cultural Intelligence			
English Language Proficiency			

### **Additional Course Generic Skills**

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#### **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 Griffith College 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 Griffith College portal whenever these are available.

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#### **Academic Integrity**

Griffith College 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, Griffith College 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 Griffith College, 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 [Griffith College 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 Griffith College website – Policy Library.

#### **Risk Assessment Statement**

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

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