



Course Code:	FND107
Course Name:	Computer Skills
Trimester:	Trimester 3, 2017
Program:	Foundation Program
Credit Points:	10
Course Coordinator:	Amanda Day
Document modified:	25 <sup>th</sup> August 2017

### Teaching Team

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

Name	Email
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.

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## Prerequisites

There are no prerequisites for this course

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## Brief Course Description

This course is a core course for all streams within the Foundation Program and is designed to provide students with an understanding of the main applications of computers; an appreciation of the role information processing plays in universities and the wider community; and to build skills in the use of application software.

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## Rationale

This is a core course delivered at the beginning of the Foundation 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.

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## 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.

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## Learning Outcomes

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

1. Efficiently use word processing, presentation and spreadsheet software required for the professional environment and/or further learning; including the use of the Internet and World Wide Web;
2. Explain the use of computer hardware including peripheral devices (input/output) and internal computer components and their inter-related workings;

3. Identify computer communication networks, security, privacy and ethical issues involved in Information Communication Technology;

4. Communicate ideas effectively using appropriate technology and applications.

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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 pair of headphones so that you can watch the online videos in class.
  - Additional Course Notes are provided via the Griffith College portal (MyStudy>Computer Skills). 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 of all workbooks 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 provide a combination of theory and practical components. The theory component includes an introduction to computer systems, software, hardware and to introduce application software. The purpose of the practical component is to develop competence in the use and integration of software for word processing, spreadsheets and presentations. An additional one hour online component will consolidate the learning each week and provide formative feedback.

### *Contact hours*

The expected contact hours per week for this course comprises of:

Formal classes: 4 Hours

Formal Homework: 4 Hours

On-line component: 1 Hour

Supervised Consultation: 1 Hour

Total: 10 Hours

### *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 trimester [please see Griffith College Policy Library - Program Progression Policy - for more information].

In addition to the 4 hours spent in the computer laboratory time for this course, you are expected to undertake independent study outside of class time by reviewing your work each week in conjunction with any weekly additional readings or activities from the Griffith College portal or URL's given in lectures. 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.

### **Consultation Time:**

Consultation time is offered on a weekly basis in order to support student learning. Please refer to the student portal or your teacher for details.

### **Independent Learning:**

Throughout this course you will be encouraged to take personal responsibility for managing your own learning and your own time. In addition to the 4 hours spent in class time for this course you are expected to undertake independent study outside of class time. This independent learning will involve reading and preparing for classes and completing assignments and other assessment tasks. There will be the opportunity to use online resources via the Griffith College portal in order to enhance your learning.

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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*

<b>Week</b>	<b>Topic</b>	<b>Activity</b>	<b>Readings</b>
	Course overview and introduction to file management	Class	Overview and Introduction ppt.

	PowerPoint 1	Class	Power Point Lesson 1
	Ergonomics, copyright, ethical issues and privacy of information	Class	FND107 Lesson 1.
	Griffith College Portal Familiarisation	Class	Portal/Portal Notes
		Assessment	Online Component 1, Homework 1
	Introduction to computers, input/output devices, storage and computer components	Class	FND107 Lesson 2.
	PowerPoint 2	Class	PowerPoint Workbook
		Assessment	Online Component 2, Homework 2
	The Internet, operating software and application software	Class	FND107 Lesson 3.
	Using Dropbox	Class	Portal/Portal Notes
	Word Processing 1	Class	Word Lesson 1
		Assessment	Online Component 3, Homework 3
	Computer and communication networks	Class	FND107 Lesson 4.
	Word Processing 2	Class	Word Lesson 2
		Assessment	Online Component 4, Homework 4
	Security and privacy threats and security measures	Class	FND107 Lesson 5
	Word Processing 3	Class	Word Lesson 3
		Assessment	Online Component 5, Homework 5

6	Mid trimester exam	Assessment	
	PowerPoint Presentation Workshop	Class	Presentations ppt PowerPoint Assignment and PowerPoint Lesson 1 and 2
		Assessment	Online Component 6, Homework 6
	Assignment Workshop	Class	PowerPoint Assignment and PowerPoint Lesson 1 and 2
		Assessment	Online Component 7, Homework 7
	Spreadsheets 1	Class	Excel Lesson 1
	PowerPoint Assignment due and Presentaitons	Assessment	Submission of PowerPoint Assignment and students to present in class
		Assessment	Online Component 8, Homework 8
	Spreadsheets 2	Class	Excel Lesson 2
	Theory Quiz	Assessment	In class
		Assessment	Online Component 9, Homework 9
	Spreadsheets 3	Class	Excel Lesson 3
		Assessment	Online Component 10, Homework 10
	Revision	Class	Excel revision
	Deferred Assessments	Assessment	
	Practice exam		Practice exam
14	Final Exam	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	Online Component	5%	All	Weekly
2	Weekly Homework	5%	All	Weekly
3	Mid Trimester Exam	30%	1 & 4	6
4	Presentation Assignment	20%	1 & 4	9
5	Theory Quiz	10%	1, 2 & 3	10
6	Final Exam	30%	1-4	14

#### *Assessment Details*

#### **Online Component -Weekly**

Each week there is an online component of the course that needs completing, this component may include quizzes and activities. The details for each online activity is on the portal and the completion of these activities will contribute to 5% of your overall grade. Submission of these activities is only accepted in the class that each activity is due (submission requirements may vary so read the instructions carefully)

#### **Homework -Weekly**

Each week there will be homework to complete; this contributes to 5% of your overall grade. Submission will vary so read submission instructions carefully. Homework is only accepted in the class that it is due (submission requirements vary so read the instructions carefully)

#### **Mid Trimester Exam-Week 6**

The mid trimester exam will take place in class in week 6 under supervised and timed conditions. The assessment focuses on the applications Microsoft Word and Microsoft PowerPoint (learning outcomes 1 and 4). Before the mid trimester exam is marked, teachers will conduct sample marking to ensure that the criteria and standards are correctly and consistently applied.

#### **In Class Quiz -Week 10**

The quiz will be conducted in a computer lab under supervised and timed conditions. It may contain multiple choice and short answer questions. The quiz will test students on Learning Outcome 1, 2 and 3

### **Presentation Assignment -Week 9**

The presentation assignment will be completed in groups of 3. This is to be presented to the class using Microsoft PowerPoint. Each group is required to submit a PowerPoint presentation along with a research portfolio. The research portfolio comprises a printed copy of the PowerPoint and a formatted reference list along with copies of research used. The assignment must be submitted in week 9, with presentations being held in week 9. The assignment tests students on learning outcomes 1 and 4

Rubrics will be provided to students with the full details of the assessment task for both the hand in portfolio and the presentations. Late submissions will be penalised as per the Griffith College assessment policy. Failure to present at the given time, may result in a zero mark being applied.

Teaching staff will conduct sample marking at the start of the marking process to ensure that the criteria and standards are correctly and consistently applied.

### **Final Exam -Week 14**

The final exam will be for 2 hours 30 minutes in duration. It will be supervised and timed by independent invigilators. It will include multiple choice and/or short answer questions and a practical assessment using Microsoft Excel. It will address all the Learning Outcomes for the Unit.

The final exam will be set by teaching staff with a collaborative approach that includes peer review and approval by the appropriate Discipline Program Convenor. Before the Final Exam is marked, teachers will conduct sample marking to ensure that the criteria and standards are correctly and consistently applied.

Satisfactory completion of the course

To satisfactorily complete the course, you must achieve a minimum overall mark of 50%.

PLEASE NOTE: Assignments are required to be submitted to Turnitin. Failure to obtain and attach a satisfactory Originality Report will mean that the assignment will not be marked and a score of zero will be recorded for the assignment. Detailed instructions and a Marking Guide will be provided during the trimester. Late submissions will attract a penalty as described in the Assessment policy.

Internal moderation and benchmarking processes

All assessment will be set by teaching staff with a collaborative approach that includes peer review and approval by the appropriate Program Convenor. Significant pieces of assessment in the course are internally moderated in a collaborative manner by relevant teaching staff to ensure that the criteria and standards are correctly and consistently applied. Before Final Exams are marked, teachers conduct sample marking to ensure that the criteria and standards are correctly and consistently applied. In addition, benchmarking of the final exam in each course is undertaken by an external person (usually a lecturer in a similar Diploma level course). The benchmarking report provided by the external lecturer informs continuous improvement practices for the subsequent trimester.

### **Specialist Facilities**

Facilities and Resources/ Specific Resources required



- Indicate any specific facilities and resources required for delivery of this subject.: None
- Indicate any specific learning resources required for this subject: Learning resources include: Workbook, Portal materials
- Indicate any specific IT or electronic learning resources required for this subject: Computer labs, access to printers, projector.

#### *Submission and Return of Assessment Items*

Assessments that are to be submitted as hard copy submissions need to be handed to the relevant teaching staff at the designated lesson, in the week that the assessment is due. Assessments should not be handed to reception. Each hardcopy assessment to be submitted must have attached an Assignment Cover Sheet

Only late submissions can be handed in to reception. Students must keep a backup soft copy of the assessment.

Tests and assignments will be marked and returned to students in class for feedback purposes in class within two weeks of the assessment due date. However, all assessments must be returned to the lecturer as they are retained by Griffith College as evidence of each student's progress throughout the trimester.

Normally you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

### **Retention of Originals**

You 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*

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

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:

Generic Skills	Taught	Practised	Assessed
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	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.

### **Learning Support**

In addition to formal contact hours, you are provided with extra support through individual

consultation with teaching staff, English language support, and self-access computer laboratories.

Griffith College is committed to providing additional academic assistance to students to maximise their opportunity to successfully complete units of study. Learning Advisors conduct regular workshops in skill areas essential to studies. These include: time management, goal setting, essay preparation, examination techniques, academic writing skills and maths. Further information on programs available can be accessed on the Griffith College 'Support' tab on the Portal (<http://studentsupport.griffithcollege.qld.edu.au/>) or by asking the Griffith College staff on reception.

## **Teacher and Course Evaluations**

Student feedback is respected and valued by teachers and the College. Students are encouraged to provide their thoughts on the course and teaching, both positive and critical, directly to their teacher or by completing course and teacher evaluations.

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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.

In the case of any allegation of academic misconduct made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

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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