



Wollongong College Australia

A College of the University of Wollongong

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ITC Education Ltd trading as
Wollongong College Australia
CRICOS 02723D
ABN 14105312329

Foundation Studies Program

(CRICOS course codes: 007732G, 023266F)

Subject Outline Summer 2009/10

FSP 113 Session 1 FSP 213 Session 2 Computing

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WCA-FSP 113/FSP 213-S0/6

Computing

Subject description

Computing will provide students with the necessary skills and knowledge to utilise computers in general university study. It will also provide students with an appreciation of the roles of computers in modern organisations, an understanding of the functions and purposes of various information systems and hands-on experience in the use of productivity software.

Subject structure

Computing is a 4 credit point, two-session subject delivered as 2 hours of scheduled classes per week. Both Session 1 and Session 2 are valued at 2 credit points. Each session is of 14 week's duration with face-to-face classes scheduled for the first 12 weeks and a study/examination period in Weeks 13 and 14.

In addition to scheduled class sessions, students are expected to spend additional time in individual study and research. As a general guideline students will need to spend at least 1 hour in private study (including completing homework and revision) for every hour of scheduled class time.

Teachers will be available for a consultation time each week. Students will be notified of the time and location of the consultation session during Week 1 of the Session. It is recommended that students experiencing difficulty with this subject arrange to consult with the teacher as difficulties are encountered.

Some students may require tutorial support to improve language/literacy skills. Where this is recommended, students will be advised to use the College's self-access facilities in the Multimedia Centre in their own time. These facilities are located upstairs in building 30. Where this is recommended, your attendance at and use of these facilities may form part of your participation mark.

Learning resources

There is no set text for this subject.

The following textbook may be useful:

Morley, D. and Parker, C.S., *Computers and Technology in a Changing Society*, Thompson Course Technology, 2003, ISBN 0-619-16201-5

Subject outcomes

Successful completion of Computing will enable students to:

- appreciate the roles of computers in a modern organisation,
- understand the types of applications of information systems to business,
- understand the technology that underpins information systems,
- understand the legal, social and ethical context in which computers are used,
- understand communication technologies and their applications
- know how information systems are developed,
- understand html and the creation of a web page,
- develop competency in using productivity tools (word processing, spreadsheet and database) to support the information requirements of an organisation.

Subject outline in weeks

The following guide to lessons and activities may be adjusted to suit the needs of the group as long as subject outcomes and assessment criteria are met.

Session 1

Week 1 - Overview of subject and assessment requirements

Information systems: hardware and software

Introduction to subject and overview of assessment tasks

Main purpose of a computer

Anatomy of a computer:

- ▶ Central processing unit
- ▶ Storage
- ▶ Input
- ▶ Output

Operating system

Application software

Week 2 - Communication Technologies

Digital and Analogue data

Communications channels and media – wired and wireless

Communications protocols

Networks

Week 3 - Introduction to the Internet and Online services

Introduction to the Internet

Brief history of the Internet

Online services – WWW, FTP, Email, Newsgroups

Week 4 - Security and Privacy

Why need to be aware of security and privacy?

Security

Privacy

Week 5 - Data, Information, Knowledge and Understanding

Data

Information

Knowledge

Week 6

Mid-session Test

Week 7 - MS Word

Formatting paragraphs

Headings

Tables

Section header and footer

Week 8 - MS Word

Table of contents

Mail merge

Week 9 - Introduction to MS Excel

Formula

Absolute and Relative References

Week 10 - MS Excel

Functions – Sum, Prod, Min, Max, Average.

Week 11 - MS Excel

Macros

IF Function

Week 12 - Revision

VLOOKUP Function

Revision for Session 1 final examination

Weeks 13 & 14 Final examination Period

Examination and study period. Please refer to examination timetable for the exact date, time and location of the final exam.

Session 2

Week 1 - Microsoft Access

Introduction to databases

Introduction to MS Access.....

- Using Access.....

Week 2 - Microsoft Access

Tables

Forms.....

Week 3 - Microsoft Access

Relationships

Queries.....

Week 4

Microsoft Access Test

Week 5 - Web site design

Introduction to web site design

Storyboards

Interface design

Week 6 - HTML

Introduction to HTML

Basic HTML tags: Colours, fonts, paragraphs, headings

Week 7 - HTML

Forms

Tables

Links

Week 8

HTML Test

Week 9 - Ethics and intellectual property rights

Copyright, trademarks and patents

Ethics

Week 10 - Health, Access Environment

Ergonomics

Information overload

Computer wastage

Week 11 - Electronic commerce

Introduction to e-commerce

Business sales cycle

Forms of e-commerce

Electronic payment systems

Technology infrastructure for e-commerce

Strategies for successful e-commerce

Week 12 -

Artificial Intelligence

Virtual Reality

Emerging technologies

Weeks 13 & 14 Final examination Period

Examination and study period. Please refer to examination timetable for the exact date, time and location of the final exam.

Assessment

Assessment and plagiarism policy

All written assessment tasks, with the exception of examinations and in-class tasks, must be word-processed unless students are otherwise advised.

Students must keep copies of all assessment tasks submitted for marking with the exception of class tests and examinations.

Plagiarism is a form of cheating or stealing that happens when a student uses someone else's work and presents it as his/her own without showing where it comes from. To avoid this, students are expected to submit their own original work for assessment and to accurately acknowledge all references and sources used in essays and assignments.

For information regarding assessment, plagiarism, acknowledging sources and examination rules, please refer to the Wollongong College Australia Student Handbook <http://www.wca.uow.edu.au/handbook>

Assessment schedule

Session 1

Task	Due	Weighting	Length/Time
Mid session test **	Week 6	30%	FSP3 Session 1 students: 1 hour 6 mins All other students: 1 hour
Session 1 Final exam: Practical test **	Week 13/14	60%	FSP3 Session 1 students: 1 hour 40 mins All other students: 1 hour 30 mins
Participation	Ongoing	10%	Weeks 1-12

** In recognition of the early stages of development of the language skills of students enrolled in the **first session** of the Foundation Studies 3-session program, these students are allowed an additional 10% in time to complete all **in-class assessments** and **final exams**.

No additional time is given for tasks that are completed outside of class time.

Session 2

Task	Due	Weighting	Length/Time
MS Access test	Week 4	15%	1 hour
HTML test	Week 8	15%	1 hour
Final examination	Week 13/14	60%	2 hours
Participation	Ongoing	10%	Weeks 1-12

Marking Guidelines

WCA best practice is that students can normally expect to have assessment tasks handed back within two weeks, and before the next assessment task is due. On occasion there may be exceptions to this time frame due to, for example, the size of the task, the size of the class, teacher illness or teacher leave.

Where there are several teachers marking a major assessment task, tasks will be handed back by all the teachers within the same week.

Assessment criteria and explanation of components

All assessment components are marked according to set marking criteria.

Session 1

Mid-session test **30%**

Mid-session test will consist of multiple-choice and short answer questions. The test will relate directly to the material covered in the preceding 5 weeks

Session 1 Final Examination **60%**

This is a practical test where the students' skills in using Word and Excel will be tested. Students will be required to create documents using acceptable procedures and submit their work electronically. More information about this will be provided in class before the exam.

Participation **10%**

Active participation in tutorials is expected of all students. Participation in class discussions will help develop the student's confidence in questioning and commenting on material presented, encourage critical thinking and allow the tutor to evaluate the student's progress.

Participation marks may be allocated according to the following criteria:

- Constructive contribution to general class discussion
- Constructive feedback and contribution to discussions following presentations
- Active participation in tutorial support classes where recommended
- Proactive consultation with class teachers and/or tutorial support where relevant
- Completion of any non-assessable tasks including homework, presentation practice, tutorial summary
- Preparation for class and library consultation sessions
- Active participation in group work

Session 2

MS Access Test **15%**

A practical test assessing skills covered in Weeks 1-3. Students are required to create a database in Microsoft Access, including table/field design, relationships, forms and queries. This test is to be submitted electronically.

HTMLTest **15%**

A practical test involving the creation of a basic website using skills learned in weeks 5-7. This test is to be submitted electronically. Submissions are assessed based on a number of design aspects, including layout, navigation, aesthetics as well as correct use of HTML.

Session 2 Final Examination **60%**

The final examination will be held during the formal examination period in weeks 13 and 14, and will examine all topics covered during session 2.

Participation **10%**

Active participation in tutorials is expected of all students. Participation in class discussions will help develop the student's confidence in questioning and commenting on material presented, encourage critical thinking and allow the tutor to evaluate the student's progress.

Participation marks may be allocated according to the following criteria:

- Constructive contribution to general class discussion
- Constructive feedback and contribution to discussions following presentations
- Active participation in tutorial support classes where recommended
- Proactive consultation with class teachers and/or tutorial support where relevant
- Completion of any non-assessable tasks including homework, presentation practice, tutorial summary
- Preparation for class and library consultation sessions
- Active participation in group work