

WESTERN SYDNEY
UNIVERSITY



The College

COMPUTER STUDIES

700201/900028

2020



UNIT OUTLINE

Last amended:	June 2020
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Unit name	Computer Studies
Unit number	700201/900028
Coordinator	Frank Gutierrez
Session	2020.2
Handbook summary	This Computer Studies unit introduces and develops basic competencies in using computers and application software for the Building Design Management and Construction Management industries. The ability to use computers and application software for creating word-processed documents, spreadsheets, creating and analysing designs and managing projects has become an integral part of the required skill set for these industries. The unit has been developed to enhance students' practical ability as well as build a solid theoretical foundation for further study.
Credit point value	10
Prerequisite/s	Nil
Co-requisite/s	Nil
Unit incompatible with and not to be counted for credit with	
Assumed knowledge	
Unit level	Foundation level
Attendance requirements	Students are expected to attend at least 80% of classes. Educational research consistently demonstrates that this attendance level is associated with a high likelihood of achieving a passing grade.
Enrolment restrictions	
Learning outcomes	<p>On successful completion of this unit, students should be able to:</p> <ol style="list-style-type: none"> 1. identify and describe the basic computer concepts and use of computers in the construction industry 2. explain the key security issues of information technology 3. explain the social, ethical and privacy issues relating to computing 4. recognise the basic process of designing, estimating and scheduling of a construction project 5. demonstrate competency in the use of the following Microsoft applications: <ol style="list-style-type: none"> a. Word b. Excel c. PowerPoint 6. describe basic functions in the use of Microsoft Project 7. describe basic functions in the use of design software, such as ArchiCAD.

Unit content	<p>In this unit students will learn about:</p> <p>Theory topics</p> <ul style="list-style-type: none">• Introduction to information systems and technology• The Internet and the World Wide Web• Software• Hardware• Basic process of designing, estimating and scheduling of a construction project. <p>Practical topics</p> <ul style="list-style-type: none">• Introduction to the Windows environment• Using the internet and the World Wide Web• Introduction to word processing• Introduction to PowerPoint• Introduction to Excel• Introduction to Microsoft Project• Introduction to ArchiCAD.
Mode of delivery	<p>This unit consists of four hours of classes per week, divided into lectures and practical sessions. In addition, students will be required to access vUWS regularly, in order to submit assessment tasks, download tutorial questions and to check for any announcements about the unit that may be posted there.</p>
Online learning requirements	<p>Students are expected to access vUWS and check their student email account at least twice a week. Access to the unit's vUWS site is only available to students who are enrolled in the unit. Student enrolment can be cancelled for failure to meet financial obligations to the university, eg failure to pay library fines. If access is unavailable, students should contact Student Services to check enrolment.</p>
Essential requirements	<p>Essential equipment</p> <ul style="list-style-type: none">• USB flash memory drive

ASSESSMENT ITEMS AND WEIGHTING

Assessment for this unit will be based on the following components

Task	Weighting	Learning outcomes assessed	Mandatory task
1. Tutorial and classroom participation	15%	1–6	Yes
2. Online Quiz: a. Quiz 1 (5%), and b. Quiz 2 (5%)	10%	1–4	Yes
3. Portfolio 1: a. Formatted Microsoft Excel report (20%), and b. Formatted Microsoft Word report (15%)	35%	5a, 5b	Yes
4. Portfolio 2: a. ArchiCAD assignment (10%) b. Project assignment (15%), and c. Microsoft PowerPoint file submission (15%)	40%	5c, 5d, 7	Yes
TOTAL	100%		

For details of assessment due dates, please refer to the learning guide for this unit.

All marks will be determined in accordance with The College [Assessment Policy](#).

All assessment tasks are mandatory unless otherwise specified. Should a student fail to attempt/submit the first formal assessment task in a unit, they will be deemed to be at risk and will need to follow an intervention plan in order not to receive a Fail Non-Submission (FNS) grade. However, failure to attempt/submit all other mandatory assessment tasks will result in an immediate FNS grade for the unit.

In order to pass this unit, students must:

- attempt/submit all assessment tasks, and
- obtain a minimum overall mark of 50%.