WESTERN SYDNEY UNIVERSITY

The College

UNIVERSITY FOUNDATION STUDIES

COMPUTER LITERACY

900051

2020

UNIT OUTLINE

Last amended:	February 2020

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Disclaimer

Unit name	Computer Literacy
Unit number	900051
Coordinator	Frank Gutierrez
Session	2020.1
Handbook summary	The Computer Literacy program is intended to familiarise University Foundation Studies students with the basic functions of computers and the skills necessary to use the common applications such as word processing, presentation software and the internet. These skills are introduced to students through structured activities that will assist students to complete the research and document preparation requirements of their other units.
Credit point value	5 Successful completion of this unit will not be counted for academic credit in any future studies at Western Sydney University.
Prerequisite/s	N/A
Corequisite/s	N/A
Unit incompatible with and not to be counted for credit with	N/A
Assumed knowledge	N/A
Unit level	Level Z— University Foundation Studies unit
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	This unit is only available to students of The College enrolled in Foundation Studies courses.
Learning outcomes	On successful completion of this unit, students should be able to: 1. start up, log on and shut down a computer successfully 2. save and store documents in appropriate formats 3. find relevant and useful information online 4. use Microsoft Word to create simple documents and reports 5. use Microsoft PowerPoint to create effective slide shows, and 6. print documents.

Unit content	In this unit students will learn about:

- Introduction to computers
    - how computers work
    - introduction to the operating system
- Files and folders
    - managing files and folders
    - storing and retrieving files
- Introduction to the internet
    - accessing the internet
    - saving files from the internet
    - search engines and guides/categories
    - developing a search strategy, copyright and plagiarism
    - following a WebQuest
    - designing a WebQuest
- Introduction to Microsoft Word
    - features of a word processor
    - Microsoft Word window and menus
    - writing and editing simple documents
    - spell and grammar checkers
    - inserting graphics from ClipArt, photos and the internet
    - improving the appearance of documents.
- Introduction to presentation software
    - creating a simple slide presentation
    - using PowerPoint templates
    - simple animation effects

Mode of delivery	This unit is taught on a face-to-face basis and includes one two-hour class per week. In addition, students will be required to access vUWS regularly, in order to download tutorial questions and solutions, learning material and to check for any announcements about the unit that may be posted there.

Online learning requirements	

Essential requirements	**Essential text**

- The College, *Computer literacy student workbook*, Western Sydney University The College, Sydney.

Further resources

- O'Leary, TJ & O'Leary, LI 2010, *The O'Leary series: Microsoft Office 2010, introductory* edn, McGraw-Hill Higher Education, New York.
- Microsoft online help
- Microsoft PowerPoint online help
- Microsoft Word online help
- Sawyer, S and Williams, B 2013, *Using information technology: a practical introduction to computers and communication — complete edition*, 10th edn, McGraw-Hill Higher Education, New York.

Essential equipment

- USB flash memory drive

ASSESSMENT ITEMS AND WEIGHTING

Assessment for this unit will be based on the following components:

Component	Weighting	Learning outcomes assessed	Mandatory task
1. Practical/Short-answer activities × 4 (20 mins each) In-class Activities 1, 2, 3 & 4 (5% each)	20%	1–6	Yes

2. Applied Project (4–5 A4 pages)
    a. PowerPoint (10%)
    b. Searching the Internet (Webquest) (20%)
    c. Word (10%)
	40%	3, 4, 5	Yes

3. Intra-session exam (60 mins)	40%	1–6	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 mandatory assessment tasks, and
- attain a minimum overall mark of 50%.