<table>
<thead>
<tr>
<th><strong>Unit name</strong></th>
<th>Computer Literacy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit number</strong></td>
<td>900051</td>
</tr>
<tr>
<td><strong>Coordinator</strong></td>
<td>Frank Gutierrez</td>
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<tr>
<td><strong>Session</strong></td>
<td>2018.2</td>
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**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.

<table>
<thead>
<tr>
<th><strong>Credit point value</strong></th>
<th>5</th>
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<tbody>
<tr>
<td><strong>Successful completion of this unit will not be counted for academic credit in any future studies at Western Sydney University.</strong></td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>Prerequisite/s</strong></th>
<th>N/A</th>
</tr>
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<tbody>
<tr>
<td><strong>Corequisite/s</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Unit incompatible with and not to be counted for credit with</strong></td>
<td>N/A</td>
</tr>
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<table>
<thead>
<tr>
<th><strong>Assumed knowledge</strong></th>
<th>N/A</th>
</tr>
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<tbody>
<tr>
<td><strong>Unit level</strong></td>
<td>Level Z— University Foundation Studies unit</td>
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**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, logon 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 text

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

Further resources

- Microsoft online help
- Microsoft PowerPoint online help
- Microsoft Word online help

Essential equipment

- USB flash memory drive
ASSESSMENT ITEMS AND WEIGHTING

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

<table>
<thead>
<tr>
<th>Component</th>
<th>Weighting</th>
<th>Learning outcomes assessed</th>
<th>Mandatory task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Practical/Short answer activities ×4 (20 mins each)</td>
<td>20%</td>
<td>1–6</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Applied Project (4–5 A4 pages)</td>
<td>40%</td>
<td>3, 4, 5</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Intra-session exam (60 mins)</td>
<td>40%</td>
<td>1–6</td>
<td>Yes</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
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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%.