# Computer Studies

<table>
<thead>
<tr>
<th><strong>Unit name</strong></th>
<th>Computer Studies</th>
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</thead>
<tbody>
<tr>
<td><strong>Unit number</strong></td>
<td>700201/900028</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

Computer Studies introduces to students the new age of information, where computers and communication play an integral part in our lives. The unit has been developed to enhance a student’s practical ability as well as build a solid theoretical foundation for further study.

| **Credit point value** | 10 |
| **Prerequisite/s** | Nil |
| **Corequisite/s** | Nil |

## 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

On successful completion of this unit, students should be able to:

1. explain the various components of a computer and the interaction of these components
2. use an internet browser, email and the World Wide Web
3. distinguish between the different input, output, storage and communication devices used
4. differentiate between storage and memory
5. differentiate between application and system software
6. explain the key security issues of information technology
7. explain the social, ethical and privacy issues relating to computing
8. demonstrate a basic competency in the use of the following Microsoft applications:
   a. Word
   b. Excel
   c. Access
   d. PowerPoint
   e. creating a basic web page with HTML, and
9. demonstrate advanced competency in the use of Microsoft Excel.
# Unit content

In this unit students will learn about:

## Theory topics
- an introduction to information systems and technology
- the Internet and the World Wide Web
- software
- hardware
- telecommunications
- e-commerce, files and databases
- the challenges and promises of the digital age

## Practical topics
- an introduction to the Windows environment
- using the internet and the World Wide Web
- an introduction to word processing
- an introduction to PowerPoint
- an introduction to Excel
- an introduction to creating web pages
- an introduction to Access.

## Mode of delivery

This unit is taught on a face-to-face basis and includes six 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.

## Online learning requirements

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.

## Essential requirements

### 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>Task</th>
<th>Weighting</th>
<th>Learning outcomes assessed</th>
<th>Mandatory task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Workshop and practical tasks</td>
<td>10%</td>
<td>1, 2, 3, 4, 5, 6, 7, 8</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Class test 1:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. MS Word (10%) and</td>
<td>20%</td>
<td>8a, 8d</td>
<td>Yes</td>
</tr>
<tr>
<td>b. MS PowerPoint (10%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Web page design project</td>
<td>15%</td>
<td>8e</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Class test 2:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. MS Excel (15%) and</td>
<td>25%</td>
<td>8b, 8c, 9</td>
<td>Yes</td>
</tr>
<tr>
<td>b. MS Access (10%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Final examination</td>
<td>30%</td>
<td>1, 3, 4, 5, 6, 7</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 assessment tasks, and
- obtain a minimum overall mark of 50%.