University of Tasmania  
School of Computing  
KXA153 Computer Applications  
Unit Outline  
Semester 1, 2003

Prerequisites  
None

Corequisites  
None

Unit Weight  
12.5

Unit Coordinator  
Assoc Prof. Francis Suraweera  
Room V111  
(03) 6324 3486  
Francis.Suraweera@utas.edu.au

Scheduled Teaching Sessions  
Campuses:
- Newnham, Launceston  
- NW Centre, Burnie  
- Sandy Bay, Hobart

Lectures: 3 hr/wk  
Tutorials: 1 hr/wk (from week 2)

The Unit Timetable can be accessed from the Study Resources section of the School website. ([http://www.comp.utas.edu.au/app/studyresources.jsp](http://www.comp.utas.edu.au/app/studyresources.jsp)).

Most of the lectures for North West Centre students will be via video conference.

Unit Website  
The unit website is accessed from [http://webct.utas.edu.au:8900](http://webct.utas.edu.au:8900). You will need to use your email pop account username and password to log on to the WebCT system. Once authenticated by the system your personalised MyWebCT area will be displayed. It contains links to the websites that you have permission to access - including the website for this unit.

This unit is Web Dependent: content & communication. This means that you will need to use the Web for this unit. The unit website contains unit information and resources. You will need to access the website to complete some assessment items.

If you are not able to access the unit website, please contact the University IT help desk:
- Level 2 Morris Miller Library, Sandy Bay Campus; Level 0 Building A, Newnham Campus.  
- Telephone: 6226 1818  
- Fax: 6226 7669  
- Email: HelpDesk@utas.edu.au

Prescribed Text  

Provider  
School of Computing - Faculty of Science, Engineering, and Technology. [http://www.comp.utas.edu.au](http://www.comp.utas.edu.au)

Useful University Web Links  
Information and Resources for 'Current Students' are available on the university website at: [http://www.utas.edu.au/students/](http://www.utas.edu.au/students/)  
It includes useful links such as:

OVERVIEW

Introduction  
The use of Information and Communication Technologies (ICT) in society, and in professional life, is widespread. How they are used and what they can enable people to do are still evolving, and at a rapid rate. This presents both opportunities and challenges. These issues are introduced and discussed in this unit. In this unit you will also develop your general knowledge of, and skill in, using common
applications that are immediately useful to you in your studies.

**Objectives**

On successful completion of this unit, you will be able to:

1. Use common applications, in particular: Web Browsers and MS Word, Excel, and Access
2. Provide examples of computer applications and explain why they are used
3. Discuss issues involved in using computers
4. Describe the main features of a computer system
5. Describe the functions and characteristics of computer networks
6. Describe how computers can be used to:
   - Record and Store data
   - Analyse, Synthesise, Transform data
   - Document, Report, and Share and Communicate information
   - Search and Find information
7. Discuss issues involved in managing computers and application development

**Unit Content**

**Hardware and Software Fundamentals**
- computer types
- hardware basics: inside the box
- hardware basics: peripherals
- software basics: the 'ghost' in the machine

**Using Computers**
- word processing and desktop publishing [MS Word]
- calculation, visualisation, and simulation [MS Excel]
- graphics, hypermedia, and multimedia
- database applications and implications [MS Access]

**Networked Computing**
- networking and telecommunication
- the Internet and the Web
- Internet and information infrastructure
- computer security and risks

**Managing Computing**
- information systems
- managing IT
- eCommerce and eBusiness
- systems design and development

**Computer Applications**
- current applications
- possibilities for the future

For more information see the section titled 'Content' on the unit website.

**Generic Skills**

The university has defined a set of generic graduate attributes expected in its graduates. [http://www.admin.utas.edu.au/academic/acservices/meetings/Senate/Appendix/3_01D1.doc](http://www.admin.utas.edu.au/academic/acservices/meetings/Senate/Appendix/3_01D1.doc) Your course is designed to enable you to develop generic skills that are valued in, and expected of, graduates. These are skills that you will need to develop over time. Hence you are encouraged to look for opportunities, as you study each unit, to reflect on and improve these skills.

**LEARNING AND TEACHING**

**Approach to Learning**

You are expected to spend about 130 hrs studying in this unit - this includes attendance at scheduled teaching sessions. (For a 13 week semester this is, on average, 10 hr/wk.) This is the amount of study time that the 'typical' student will need to reach the level of competence and understanding required to fulfil the unit objectives.

You are expected to:

- attend all scheduled lectures and tutorials, unless otherwise notified by the unit coordinator
- prepare for, and actively participate in lectures and tutorials
- complete the assigned learning tasks
- review what has been learnt
- complete assessment items and submit them on time
- access and be familiar with the information and resources available on the unit website
- seek help from teaching staff if you have any questions or difficulties in studying this unit

Students studying this unit have a varied experience in thinking about and using computers. Therefore this unit has been designed to enable you to identify and spend more time studying the areas that you are less familiar with. In this unit the textbook and the tutorial exercises contain the content that you need to be familiar with to pass the unit. The lectures will highlight areas in each topic and provide the opportunity to
discuss some areas in more depth. The main focus of the tutorials is to provide you with assistance in
developing your personal skills in using common software applications to the level of competence defined
by the tutorial exercises. However tutorials are also an opportunity for you to discuss other aspects of this
unit with other students. A suggested schedule for your study program is provided on the unit website -
you may need to adjust the schedule to meet your needs.

You are encouraged to read the university's Code of Conduct for Teaching and Learning. Part A
describes the 'Responsibility of the University to Students' and part B describes the 'Responsibilities of
Students to the University'. http://www.admin.utas.edu.au/HANDBOOKS/UTASHANDBOOKS/
RULES/CTEA.html

Schedule

See the 'Schedule' section on the unit website for the timetable and associated resources.

Teaching and Support Staff

Teaching Staff

Unit Coordinator:

Lecturer: Assoc Prof. Francis Suraweera
E-Mail: Francis.Suraweera@utas.edu.au
Phone: (03) 6324 3486
Room: V111

Lecturing Staff

Newnham, Launceston: Assoc Prof. Francis Suraweera
NW Centre, Burnie: Pam Davies
Sandy Bay, Hobart: Assoc Prof. Francis Suraweera

School Help Desk

Contact the School Help Desk if you have any queries or problems with accessing, using, or printing
from the computers in the School of Computing labs.

- Hobart: the Help Desk is located near the School's reception desk and is open in the morning from
  9-11, and in the afternoon from 12-1 and 2-4, Monday-Friday. The phone number is 6226 2960.
- Launceston: the Help Desk is located near the entrance to the computing labs and is open in the
  morning from 10-12, and in the afternoon from 2-4:30, Monday-Thursday. On Fridays it is open
  from 10-12 in the morning and 2-4 in the afternoon. The phone number is 6324 3654.
- Burnie: the computer labs at the NWC are maintained by ITS. Please contact the University Help
  Desk for assistance. The 6 Macs are maintained by the School of Computing. If you have a query
  or problem that is specific to the School of Computing please phone the School of Computing Help
  Desk in Launceston.

University Services and Support

The University has staff available to assist you, such as the:

- Learning Development Advisor
- Student Counselor
- Careers Advisor
- Disability Officer

For more information and contact details see the Services and Support section on the University 'Current

Resources

Unit Website

The unit website contains unit information and resources. You will need to access the website to complete
some assessment items.

Prescribed Text


Readings

The following book is recommended for students who do not have much experience in using MS Office
applications. It can be purchased from the bookshop and the data files can be accessed from the Resources
Additional readings will be made available during the semester in the Resources section of the unit website.

**Software**

The software that you will need to access the unit website and to study this unit, including general purpose software such as word processors, is provided on the computers in the School's computing labs. If you intend to use software on other computers please check that the versions are compatible.

In this unit you will use MS Office XP.

**Computing Facilities**

The School has PC labs (Windows 2000 Professional), Mac labs (Mac OS-X 10.2), Unix labs (linux / X-windows), and Networking labs at the Newnham and Sandy Bay campuses. It also maintains 6 Macs (Mac OS-X 10.2) at the NW Centre.

If you have not used these facilities before please contact the School Help Desk to organise your account details. If you would like to access the facilities at the Newnham and Sandy Bay campuses after hours please contact the School Help Desk.

Please contact the School Help Desk if you have difficulty accessing or using these facilities.

You will need to use the PC Labs in this unit.

**Ethical Use of Facilities**

Use of computing facilities provided by the School is subject to the School's Ethics Guidelines - [http://www.comp.utas.edu.au/app/ethics.jsp](http://www.comp.utas.edu.au/app/ethics.jsp). Copies of the guidelines are also available in all School labs. The School's facilities may only be used for study-related purposes, and may not be used for personal gain. The playing of games is strictly prohibited in all labs at all times. Before being granted access to the School's facilities, you will be required to sign a declaration that you have read and understand these guidelines, and that you will abide by them. Disciplinary action may be taken against students who violate the guidelines.

**Occupational Health and Safety**

The university is committed to providing a safe and secure teaching and learning environment. For more information see [http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf](http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf)

**ASSESSMENT**

**Assessment Items**

**Item 1**

**Title:** Tutorial Exercises  
**Type:** In-Semester - learning tasks  
**Weighting:** 7%  
**Due:** 5:00pm Mon: 17/3, 7/4, 12/5, 19/5, and 26/5

The tutorial exercises are grouped in 5 topics. For each topic, tutorial exercises (including the advanced exercises) are to be submitted by the due date for that topic.

**Item 2**

**Title:** Chapter Quizzes  
**Type:** In-Semester - learning tasks  
**Weighting:** 4%  
**Due:** from weeks 3 - 12

The dates for each quiz are listed in the Assessment section of the unit website.

**Item 3**

**Title:** Discussion Questions  
**Type:** In-Semester - learning tasks  
**Weighting:** 4%  
**Due:** Mon 26th May
Item 4

Title: Assignment
Type: In-Semester - individual assignment
Weighting: 15%
Due: 5:00 pm Mon 19th May

Item 5

Title: 3 hr Examination
Type: Formal Examination
Weighting: 70%
Due: University Examination Period

See the 'Assessment' section in unit website for more detailed information about assessment items.

In-Semester Assessment

Unless specifically stated in the specification of the assessment item provided on the unit website, it is required that:

- work submitted by a student is the work of that student alone OR
- where the assessment item is to be completed by a group of students, the work submitted by the group of students is the work of that group of students alone.

You may discuss any assessment item that is an 'In-semester - learning tasks' type with other students and help each other with areas of difficulty with the exception of the advanced tutorial exercises. Note: you may discuss issues but may not actually tell another student the answer.

Plagiarism

Plagiarism is taking and using someone else's thoughts, writings, or inventions and representing them as your own; for example downloading an essay from a cheat site, copying another student's work, or using an author's words or ideas without citing the source. Plagiarism is a form of cheating. It is a University offence punishable by a range of penalties including a fine or deduction/cancellation of marks and, in the most serious of cases, exclusion from a unit, a course, or the University. When in doubt consult your lecturer or tutor. Details of penalties that can be imposed are available in the Ordinance of Student Discipline or at http://www.utas.edu.au/plagiarism.

Referencing

The university document on plagiarism contains information about referencing the work or ideas of others. The preferred text referencing systems for the School is the Harvard system (also referred to as the author-date system). For information on the Harvard system see http://www.utas.edu.au/library/assist/gpoa/gpoa2.html.

Submissions

All in-semester assignment submissions (including electronic submissions) are to include an Assignment Cover Sheet which includes a statement confirming that the submission is your own work. If this undertaking is not signed, the assignment will not be marked. The Assignment Cover Sheet is available from the School Help Desk in Launceston and Hobart, and on the School's web site http://www.comp.utas.edu.au/app/studyresources.jsp.

Extensions

Assessment items will not be accepted after the due date except under the conditions stated in the school policy on late assessment, http://www.comp.utas.edu.au/app/late_assess.jsp.

Final Grade

Overall assessment will be based on the student's performance throughout the semester as well as in a formal examination. In order to achieve a pass (or better) result, a student must obtain:

1. at least 40% of the total mark for in-semester assessment items
2. at least 40% of the mark for the formal examination
3. at least 50% of the overall mark
Passing grades will be awarded based on the AVCC guidelines:

- PP at least 50% of the overall mark but less than 60%
- CR at least 60% of the overall mark but less than 70%
- DN at least 70% of the overall mark but less than 80%
- HD at least 80% of the overall mark

The maximum mark awarded to a student who fails the unit will be 44.

For more information, including other grades such as Supplementary and Terminating grades, see the School of Computing's guidelines for assessment - available at: http://www.comp.utas.edu.au/app/assess.jsp