Prerequisites
None
Corequisites
None
Unit Weight
12.5% of one academic year
Unit Coordinator
Soon-ja Yeom
Details of Teaching Arrangements
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).

Unit Website
The unit website is accessed from http://www.utas.edu.au/coursesonline/. You will need to use your university 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 Supplemented. This means that the use of the Web is optional for this unit. The unit website contains unit information and resources.
If you are not able to access the unit website, please contact the University IT help desk:
Entrance Level, Morris Miller Library, Sandy Bay Campus;
Entrance Level, Launceston Campus Library, Newnham Campus.
Telephone: 6226 1818 and 1300 304 903.
The 1300 number is a local call from within Tas, with the exception of mobiles.
Email: servicedesk@utas.edu.au
Website: http://www.utas.edu.au/servicedesk/student/index.html

University Website
Information and Resources for 'Current Students' are available on the university website at: http://www.utas.edu.au/students/

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

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.

Prior Learning
It is assumed that you have used general purpose software, such as a word processor, and that you have used a web browser.

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

1. Use common applications, in particular: Web Browsers and MS Word, Excel, Access, and PowerPoint
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]
- presentation applications and implications [MS Powerpoint]

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.utas.edu.au/policy/subject.html#graduates] 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 lecture and the tutorials 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. 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.utas.edu.au/tl/policies/codes.html]

Schedule

See the 'Schedule' section on the unit website.
Teaching and Support Staff

Unit Coordinator:

Soon-ja Yeom  
E-Mail: S.Yeom@utas.edu.au  
Phone: (03) 6226 2963  
Room: 352, Sandy Bay Campus, Hobart

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 from 10am - 4pm 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 10am - 12pm, and in the afternoon from 2pm - 4:30pm, Monday-Thursday. On Fridays it is open from 10am - 12pm in the morning and 2pm - 4pm in the afternoon. The phone number is 6324 3447.

- **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 Students' web page. [http://www.utas.edu.au/students/](http://www.utas.edu.au/students/)

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

None.

Readings


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 XP), Mac labs (Mac OS-X 10.4), and Networking labs at the Newnham and Sandy Bay campuses. It also maintains 6 Macs (Mac OS-X 10.4) at the NW Centre. Unix accounts can be accessed from all Macs and PCs.

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.

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/](http://www.admin.utas.edu.au/hr/ohs/pol_proc/)

**ASSESSMENT**

**Assessment Items**

- **Item 1**
  - **Title:** Tutorial Works
  - **Type:** In-Semester - individual assignment
  - **Weighting:** 10%
  - **Due:** Week 2 - 11

- **Item 2**
  - **Title:** Portfolio - individual essay
  - **Type:** In-Semester - learning tasks
  - **Weighting:** 10%
  - **Due:** Week 6 - Wednesday 5 April 3.00pm

- **Item 3**
  - **Title:** Portfolio - Group report
  - **Type:** In-Semester - group assignment
  - **Weighting:** 20%
  - **Due:** Week 10 - Wed 10 May 3.00pm

- **Item 4**
  - **Title:** Group Presentation
  - **Type:** In-Semester - group assignment
  - **Weighting:** 10%
  - **Due:** Week 12 & 13

- **Item 5**
  - **Title:** 2hr Examination
  - **Type:** Formal Examination
  - **Weighting:** 50%
  - **Due:** University Examination Period
  - No materials are permitted.

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.

**Plagiarism**

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own, for example:

- using an author's words without putting them in quotation marks and citing the source;
- using an author's ideas without proper acknowledgment and citation; or
- copying another student's work.

**If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor** for relevant referencing guidelines, and the academic integrity resources on the web at
The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see [http://www.utas.edu.au/policy/subject.html#students](http://www.utas.edu.au/policy/subject.html#students).

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

**Referencing**

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

**Submissions**

The details of the submission method (paper, electronic or other) for each assignment will be supplied in a separate assignment specification sheet. 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](http://www.comp.utas.edu.au/app/studyresources.jsp).

**Extensions and Penalties**

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](http://www.comp.utas.edu.au/app/late_assess.jsp)

**Formal Examination**

The formal examination is conducted by the University Registrar. The 'Current Students' section on the university website contains information about the conduct of, and timetable for, formal examinations.

**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](http://www.comp.utas.edu.au/app/assess.jsp)