



WOLLONGONG UNIVERSITY COLLEGE
A College of the University of Wollongong

University Entrance Program
Foundation Studies

Subject Outline

CSCI001: Computing A

Autumn Session 2000

Course Coordinator: Dr Margaret Denton, BA(Hons), DipEd, PhD

Subject Coordinator: Koren Ward, BComSci(Hons)

Wollongong University College
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Introduction

Computing A is an Information Technology course, providing information on the concepts and applications of computers in modern society. The course also allows students to acquire skills in the use of operating systems and application packages in the areas of wordprocessing, spreadsheets and communications.

Subject co-ordinator: Koren Ward

Location: Rm 3.237
Building 3

Phone: 02 4221 3772

Subject lecturer: Koren Ward

Subject requirements

This subject will be presented by way of 2 hour lecture/tutorial and 2 hours practical per week. The practical component of the course will involve using the computer laboratories of the Faculty of Commerce. These computer laboratories contain IBM compatible computers in a network environment. Should students require additional time (outside of class time) in which to use the computers, the laboratories are available at other times. It is necessary to refer to the notice board outside the laboratories to determine the availability of the computer laboratories.

Students are required to bring two 3 $\frac{1}{2}$ " high density floppy disks for use in the laboratory classes. A plastic carry case (which will hold 2- 10 disks) is also required. The disks and carry case are available on campus from the University Union Shop and the Campus Personal Computing Office.

Students are not required to purchase their own computer.

For homework, students should review each lecture by reading the relevant section and completing homework tasks.

If a student is experiencing difficulty with the subject it is important that consultation with the teacher is arranged as soon as possible. Such consultation may be initiated by the teacher, however students are encouraged to approach the teacher as soon as they believe that they have a problem. A discussion between the teacher and student should readily identify the reasons that the student is experiencing difficulties and strategies to overcome these problems can be devised.

Subject Aims

This course is designed to:

- (i) provide the student with a basic understanding of the operation of a computer.
- (ii) provide the student with a basic understanding of computer networks.
- (iii) give the student ample opportunity to use a computer in a wide variety of applications.
- (iv) enable the student to gain self confidence in the operation of a computer.
- (v) enable the student to gain skills in the operation of a computer.
- (vi) familiarise the student with the computer resources available at Wollongong University.
- (vii) familiarise the student with computer jargon.
- (viii) provide the student with experience in reading and interpreting computer software manuals.
- (ix) show the wide application of computers in today's society.
- (x) enable the student to use computers as a tool in other subject areas.
- (xi) prepare the student to undertake more advanced computing subjects at university.

Subject Objectives

At the successful completion of this subject students will have the ability to :

- (i) operate a computer in a standalone and network environment.
- (ii) carry out basic system operations using the MS-DOS operating system.
- (iii) carry out basic system operations using Windows.
- (iv) transfer files using a computer network.
- (v) send and receive electronic-mail.
- (vi) interpret instructions in software manuals.
- (vii) produce technical documents including graphs, tables and footnotes using a wordprocessor.
- (viii) perform simple calculations using a spreadsheet.

SUBJECT TOPICS

Week	Lecture/Tutorial topic	Laboratory topic
1	Introduction: Computer Basics General introduction to functions of a computer; components of a computer; software - application and system. Data files, program files. How a computer works. Categories of computers	Introduction to the network.
2	Operating Systems Functions of an operating system. Use interface. Single-tasking, multi-tasking; single-user, multi-user. Managing tasks. Popular operating systems. MS-DOS. Unix. Windows 3.1 Windows 95	Windows95/98 Wordprocessing
3	CPU and Processing How a computer executes a program: control unit, ALU, machine cycle. CPU speed: clock speed; Memory, cache. How Data is Stored in a Computer Bits, bytes, ASCII, EBCDIC. Bus and word size, Storage capacity Storage devices. Magnetic disk, magnetic tape, optical disk storage. Input and Output Devices	Wordprocessing
4	Communications Communication hardware and software. Network communication. Internet, WWW Impact of the Internet and World Wide Web. Finding information using search engines.	Wordprocessing E-mail, Unix
5	Information Systems Basic Information System Concepts; Types and benefits of Information Systems. Information System Users. Information Systems in Business	W W W

Week	Lecture/Tutorial topic	Laboratory topic
6	Mid-Session theory examination	Practical test
7	Good Friday	N / A
-	- RECESS -	
8	Spreadsheets Concepts - cells, columns, rows, formulae, functions, formatting. Spreadsheet examples - financial modelling.	Spreadsheets
9	Spreadsheets (Continued) Networks & Data Management The need for networks in Information Systems. Network organisation; Data Management Issues	Spreadsheets
10	Social & Ethical Issues Privacy; Employment; Crime; Ethics	Spreadsheets
11	Computer programming languages Types of programming languages: from first generation to fifth generation languages. Common programming languages.	Spreadsheets
12	Databases Data relationships. Types of databases.	Spreadsheets
13	Revision	Practical test
14	Final Theory Examination (in Exam Week)	

Attendance

A prerequisite for successful completion of Computing A is attendance at all scheduled classes. If illness or personal problems prevent attendance at classes, documentary evidence must be produced, ie, a medical certificate or counsellor's letter, which covers the periods of absence.

Medical certificates and other documentation must be shown to each tutor in their original form. Photocopies will only be accepted by tutors if they have been certified by a Justice of the Peace or a member of the Wollongong University College administration staff as true copies of the original.

An attendance level below 80%, even if covered by documentary evidence, is not sufficient to meet the minimum requirements of Computing A and may render students liable to a Fail grade for the subject.

Assessment

Assessment will be by way of assignments, tutorial participation, practical tests and theory examinations. There will be two theory examinations: one mid-session examination and one at the end of the session. In addition there will be two practical tests: one in week 7 and another in week 13. The practical tests are open-book (ie. students may refer to lecture notes, laboratory manuals, etc). The theory examinations are closed-book (ie. no reference material is permitted).

Assignment 1	Wordprocessing	5%	week 6
Assignment 2	Spreadsheet	5%	week 11
Practical Test 1	Unix, Windows and Wordprocessing	10%	week 7
Practical Test 2	Spreadsheet	15%	week 13
Mid Session Theory Examination		20%	week 7
Final Theory Examination		40%	week 14
Tutorial assessment		5%	all session

Guidelines for Assignments

The two computer assignments require work to be completed on the computer. For most students the practical classes (2 hours per week) will provide sufficient time to complete the assignments. However, some students may require additional computer time, in which case it is the responsibility of the students to use the computers (in their own time) in the additional available times (Whenever the laboratories are not booked for computer classes, they are available for student use - refer to the notice board to determine the availability of the laboratories.)

- (i) Students are encouraged to assist each other in the operation of the computer hardware and software. However, the assignments submitted must be the student's own work. Group work on an assignment is not permitted. Copying another person's assignment, or allowing someone else to copy your work, is regarded as cheating. Any student involved in cheating will receive no marks for the assignment.
- (ii) If a student is having difficulty in completing an assignment, the student should not hesitate to ask for assistance from me (this is, of course, AFTER THE STUDENT HAS EARNESTLY TRIED TO COMPLETE THE ASSIGNMENT).
- (iii) Assignments must be submitted with a computer generated title page. The title page must clearly display the following information: student name, student number, subject name, assignment number, due date for the assignment, name of tutor and tutorial time (see below).
- (iv) In keeping with university practice, students are entirely responsible for organising their time in a way that allows all work to be submitted by the due date. Late work will attract a heavy penalty or may not be marked at all, unless documentary proof of illness is provided. If a student is sick on the day an essay is due, the essay must be posted by certified mail to avoid a late penalty.
Penalties for late work are as follows:

1 day late	10%
2 days late	20%
3 days late	30%

 An work submitted after three days will not be marked.
- (v) Extension of the due date (without penalty) will be granted only in exceptional circumstances *e.g.* for medical or compassionate reasons. Appropriate documentary evidence must be provided. A student requiring an extension in these circumstances should advise the lecturer/tutor as soon as possible - and definitely BEFORE the due date of the assignment.

Sample title page:

PING WANG (JENNIFER) LEE

Student Number: 708639

Computing St. No: 806317

Computing A
ASSIGNMENT 1

Due date: *Friday 1st May, 1998*

Tutor: *John Smith*

Tutorial Time: *Wednesday 1.30 - 3.30*

Guidelines for Examinations

Requirements for Theory Examinations:

Students must bring the following items to each examination:

two pens (blue or black), pencil, eraser, ruler.

While the examination is in progress students may NOT share these resources.

Resource materials such as textbook, lecture notes and study notes may not be used during the examination.

Requirements for Practical Tests:

The practical tests will be conducted on the same computers used in the practical classes. Students may refer to resource material (lecture notes, computer manuals, previous assignments) during the examination. Students may bring as many written / software resources to the tests as desired.

Conduct during the examinations (theory and practical)

Students will not be permitted to leave the examination room while the examination is in progress. Requests to leave the room to go to the toilet will be refused (unless a medical certificate is previously provided by a medical specialist indicating medical problems).

The university takes a very serious view of cheating in examinations. If cheating is detected, you may fail the subject. Communicating or attempting to communicate with another student during an examination is a breach of examination rules and will be treated in the same way as cheating.

Extenuating circumstances

Supplementary examinations will not be given. In exceptional circumstances such as serious medical or compassionate reasons, a student may apply, in writing, for special consideration in regard to poor performance in, or non attendance at, an examination. The written application must be supported with appropriate documentary evidence and should be submitted prior to the examination. Application for special consideration will not be accepted if submitted more than 3 days after examination.

**Wollongong University College
Policy Relating to Attendance and Assessment**

Students are expected to read every subject outline carefully and, if necessary, seek clarification from their tutor about the requirements of each subject and the College policies as outlined in this document.

COLLEGE POLICY ON ATTENDANCE

Successful completion of a College course requires attendance at all scheduled classes. Students who through serious illness or other circumstances beyond their control are unable to attend classes must inform the course coordinator in writing of the details and submit a medical certificate which covers the periods of their absence.

Medical certificates must be shown to each tutor in their original form. Photocopies will only be accepted by tutors if they have been certified by a Justice of the Peace or a member of the College administration staff as true copies of the original.

An attendance below 80%, even if covered by documentary evidence, is not sufficient to meet the minimum requirements of a College course and may render students liable to a Fail grade for the course.

COLLEGE POLICY ON WORKLOAD

Students are expected to devote to each subject at least one hour study for every hour of class time allocated to that subject per week.

COLLEGE POLICY ON FAILURE TO ATTEND EXAMINATIONS

Supplementary examinations will not be offered to students who have missed a mid-session or end-of-session examination.

Students who through serious illness or other circumstances beyond their control are unable to attend an examination must inform the course coordinator in writing of the details and submit a medical certificate. The course coordinator will review each case, taking into consideration the student's attendance and performance record and recommendations of the student's teachers.

Where the required documentation is not supplied, the student will be deemed to have failed to submit an assessment task and will not be able to gain a Pass grade in the subject.

COLLEGE POLICY ON PLAGIARISM

Plagiarism is the use of another person's work or idea as if it is your own. It is a serious form of cheating and may lead to expulsion from the College.

The other person may be an author, critic, lecturer or another student. When it is desirable or necessary to use other people's material, take care to include appropriate references and attribution - do not pretend the ideas are your own. Unintentional plagiarism can be avoided by always including full details of your source when taking notes from books, articles and other sources.

The College policy on plagiarism is consistent with the University's policy on plagiarism and is set out under 'Acknowledgment Practice/Plagiarism' in the University Calendars. These are available for student reference in the University library.

COLLEGE POLICY ON SUBMISSION OF ASSESSMENT TASKS

An assessment task is work required to be done as part of a subject and to be given a percentage mark, with the mark to count as part of the final mark for the subject.

College rules for the submission of assessment tasks are as follows:

1. Assessment tasks must be submitted by the date and time given. Late work will be penalised by deducting 10% from the mark for each day for the first three days. Work handed in after three days will receive a mark of zero. This penalty may be waived if the late submission was a result of serious illness and an appropriate medical certificate is presented, or evidence of a serious and exceptional crisis is presented.
2. Assessment tasks not submitted on time must nevertheless be completed to a satisfactory standard and handed in before the last day of Session. A mark will not be awarded for such work, but failure to complete all assessment tasks will result in a Fail grade for the entire subject, regardless of other marks gained in the subject.
3. Students who enrol late in a subject will be permitted to submit assessment tasks according to a schedule determined by the subject coordinator, but will be subject to the same rules as outlined in Clauses 1. and 2. above.
4. All assessment tasks must represent the student's own work and must not be presented for assessment for more than one subject at the Wollongong University College, the University of Wollongong, or any other educational institution.
5. Students must keep a copy of all submitted work and must be prepared to submit a copy if requested by their lecturer to do so.
6. Students must attach an appropriate cover sheet to all assessment tasks. The type of cover sheet will be specified in the subject outline.

COLLEGE POLICY ON FAXING OF ASSESSMENT TASKS

Faxing of assessment tasks will not be accepted with Wollongong University College. If you fax your assessment tasks, they will not be marked.

COLLEGE POLICY ON TUTORIAL PRESENTATIONS

Where a tutorial presentation forms part of the assessment tasks required in a subject, the presentation must be given on the date arranged at the beginning of Session. As presentations must fit in with the weekly tutorial outline, they cannot be deferred and are thus subject to the same considerations as the COLLEGE POLICY ON FAILURE TO ATTEND EXAMINATIONS as outlined above.

COLLEGE POLICY ON REVIEWING ASSESSMENT MARKS AND GRADES

Subject outlines must specify each part of the assessment making up the final marks and grades for each subject, and must show the weighting of each part of the assessment. Subject outlines must also contain the assessment criteria for each task.

Any student who believes that the mark or grade awarded does not reflect their performance in the subject has the right to approach the subject coordinator concerned (and then, if necessary, the course coordinator and Director of Studies) and have the grading explained.