



Aims

This course aims to introduce students to computer systems. It is designed to develop a positive attitude towards the use of computer systems and basic knowledge of hardware and software. Through the use of Microsoft software students' presentation, word processing, spreadsheet and database management skills will be developed. Students will also learn the importance of efficient file management and develop inter-personal and communications skills.

Learning outcomes

On completing this course, students will be able to:

- > Research and present information using presentation software
- > Save and organise work, as well as format documents professionally
- > Manipulate, analyse and present data using spreadsheet software
- > Demonstrate an understanding of relational database concepts
- > Use word processing, presentation, spreadsheet and database management software packages.

Required materials

Course booklet supplied by
The University of Adelaide College

Course content

The following topics will be covered:

- > Computer basics
- > Presentation software
- > Word processing
- > Spreadsheets
- > Relational databases

Further details of the course content will be advised in the first week of classes

Contact hours

4 hours per week



Assessment

Indicative weightings for each assessment item are outlined below

Assessment	Weighting
Tests	40%
Participation / portfolio	10%
Group Presentation	10%
Final exam	40%

Tests consists of:

Word practical test	10%
Excel practical test	10%
Computer Basics, Word, Excel written test	10%
Access practical test	10%