



AIMS

The subject is designed to take students from many backgrounds and language settings and give them the skills necessary to successfully use and manage information technology in their academic studies at an Australian university. To this end students are exposed to a range of topics similar to those studied at Year 12 level as well as developing their subject-specific English literacy skills to the required level.

LEARNING OUTCOMES

After successfully completing this subject students should be able to:

- Demonstrate knowledge and understanding of computer concepts
- Research and present information using presentation software
- Save and organise work, as well as format documents professionally
- Obtain logical reasoning and overall comprehension of computer programs
- Develop an information system using the systems development life cycle
- Use word processing, presentation, spreadsheet and database management software packages.

PREREQUISITES AND ASSUMED KNOWLEDGE

Prerequisites for this subject are Computing to Australian Year 11, or overseas equivalent as specified in the programme information.

SUBJECT CONTENT

WEEK	TOPIC AND ASSESSMENT SCHEDULE
1	Orientation
2	Introduction to computer basics
3 - 4	Presentation Software Using Microsoft PowerPoint 2016
5 - 7	Word Processing Using Microsoft Word 2016
8 - 10	Computer components
Break	
11 - 14	Spreadsheets Using Microsoft Excel 2016
15 - 18	Networks. Internet
19	Exams
20	HTML
Break	
21 - 30	Databases Using Microsoft Access 2016
Break	
31 - 34	Programming using JavaScript
35 - 36	Revision. SWOTVAC
37 - 38	Exams
39	Graduation and transcript collection
40	End of course



ASSESSMENT

General weightings for each assessment item are outlined below

ASSESSMENT ITEM	WEIGHTING	DUE DATES
Presentation	5%	Week 3
Test 1	5%	Week 7
Test 2	2.5%	Week 9
Research project	5%	Week 10
Test 3	5%	Week 14
Test 4	2.5%	Week 18
Semester 1 portfolio	2.5%	Week 18
Midyear examination	20%	As per College examination timetable
Assignment 1	5%	Week 21
Test 5	2.5%	Week 26
Assignment 2	15%	Week 30
Test 6	2.5%	Week 34
Assignment 3	5%	Week 36
Semester 2 portfolio	2.5%	Week 36
Final examination	20%	As per College examination timetable