

INFO 0007 COMPUTER LITERACY (WSTC)

Credit Points 5

Legacy Code 900051

Coordinator Frank Gutierrez ([https://directory.westernsydney.edu.au/search/name/Frank Gutierrez/](https://directory.westernsydney.edu.au/search/name/Frank%20Gutierrez/))

Description This unit is intended to familiarise the University Foundation Studies students with the basic functions of computers and the skills necessary to use the common applications such as Microsoft Word, Microsoft PowerPoint and the Internet. These skills are introduced to students through structured activities that will assist students to complete the research and document preparation requirements of their other units.

School Western Sydney The College

Student Contribution Band HECS Band 2 5cp

Check your HECS Band contribution amount via the Fees (https://www.westernsydney.edu.au/currentstudents/current_students/fees/) page.

Level Undergraduate Level 0 Preparatory subject

Restrictions Must be enrolled at The College in Foundation program.

Learning Outcomes

On successful completion of this subject, students should be able to:

1. Start up, logon and shut down a computer successfully;
2. Save and store documents in appropriate formats;
3. Find relevant and useful information online;
4. Use Microsoft Word to create simple documents and reports;
5. Use Microsoft PowerPoint to create effective slide shows;
6. Print documents.

Subject Content

1. Introduction to Computers
 - o How computers work;
 - o Introduction to the operating system
2. Files and Folders
 - o Managing files and folders;
 - o Storing and retrieving files.
3. Introduction to the Internet
 - o Accessing the internet;
 - o Saving files from the internet;
 - o Search engines and guides/categories;
 - o Developing a search strategy, copyright and plagiarism;
 - o Following a WebQuest;
 - o Designing a WebQuest.
4. Introduction to Microsoft Word
 - o Features of a word processor;
 - o Microsoft Word window and menus;
 - o Writing and editing simple documents;
 - o Spell and grammar checkers;
 - o Inserting graphics from clip art, photos and the internet;
 - o Improving the appearance of documents.
5. Introduction to Presentation Software:
 - o Creating a simple slide presentation;
 - o Using PowerPoint templates;
 - o Simple animation effects

Assessment

The following table summarises the standard assessment tasks for this subject. Please note this is a guide only. Assessment tasks are regularly updated, where there is a difference your Learning Guide takes precedence.

Item	Length	Percent	Threshold	Individual/ Group Task
Practical/ Short Answer	4 x 20 minutes	20	N	Individual
Applied Project - PowerPoint	4 - 5 pages (A4)	10	N	Individual
Applied Project – Searching the Internet (Webquest)	4 - 5 pages (A4)	20	N	Individual
Applied Project - Word	4 - 5 pages (A4)	10	N	Individual
Intra-session exam	60 minutes	40	N	Individual

Prescribed Texts

- College Computer Literacy Student Workbook

Teaching Periods