TPP-MC-105
Introduction to Computers
Course Information – Winter 2009

Contact:	Instructor:	Mr. Robert Power
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Prerequisite(s):   None

Purpose of the Course:

This course is designed to give the student an introduction to computer systems. Upon successful completion of this course, students will have a basic understanding of computer systems and their operation, popular software packages and their applications, and security issues associated with the use of computers.

This course will be delivered according to the TAFE competency based assessment model. The TAFE competency units used are *PMBCOMP201B - Use computers in the workplace* and MEM18.8A – *Interact with computing technology*. Students will be assessed as either **competent** or **not yet competent** in each sub-element of the *PMBCOMP201B* and *MEM16.8A* standard throughout the course. A student portfolio will be maintained with documented evidence of how each individual student demonstrated competency in each skill. Students assessed as not yet competent will be given the opportunity to demonstrate competency again at a later stage. Students must demonstrate competency in each sub element of the PMBCOMP201B standard before they can be assessed as competent in the unit. Students assessed as *not yet competent* in any sub-element will be given additional opportunities to demonstrate competency throughout the course. Refer to the appendix section of this outline for an overview of the PMBCOMP201B and MEM16.8A standards.

Class Location: 10.2.05

Course Materials: Supplied by Instructor

Classroom Guidelines:

1. You are expected to be in the class room BEFORE the start of class. If you are late DO NOT disturb other students working in the classroom.

2. LISTEN carefully to any directions your instructor may give you to complete a classroom activity.

3. No mobile phones during class time. Make sure they are turned off or on silent.

4. YOU are responsible for your own learning. If you miss a class it is your responsibility to catch up on what you have missed in your own time. Your Instructor WILL NOT repeat lessons for you.

Assessment strategy:

Students are required to demonstrate competency in each sub-element of the PMBCOMP201B and MEM18.8A standard by two different methods. Assessment methods will be **observations** and **practical exercises**.

Evidence of competency

The following list contains samples of student work that can be included in their portfolios as evidence of demonstrating competence:

1. Create a document using Word Processing.
2. Complete word processing exercises to demonstrate proficiency in word processing.
3. Prepare and send e-mails with attachments.
4. Retrieve documents and e-mail attachments and print copies.

Evaluation:

Students will be assessed against each subunit of the PMBCOMP201B and MEM16.8A standard as either **competent** or **not yet competent**.

A grade will be assigned to assessment according to the number of attempts a student takes to attain competency as follows:

1st attempt   100%
2nd attempt   90%
3rd attempt   80%
4th attempt   70%
+ 4 attempts   0%

The final grade for the course will be determined by averaging all course assessments.

Attendance Policy:

Students are expected to attend ALL scheduled classes. Attendance will be taken after the start of class. The rules stated above will be followed in all cases.

- Instructors are required to record attendance at the beginning of each class (5 minutes after the class scheduled start time).
- Students will be marked late, absent or present. Students who arrived after attendance has been taken cannot have their status changed.
- If you have a medical reason why you missed class a doctor's note must be taken to the registrar's office and you will be changed to ME (medically excused).

Instructor Schedule and Instructor Contact Hours:

	Sunday	Monday	Tuesday	Wednesday	Thursday
7:30 AM	MC1820 10-208		On Campus	Office 10-271	On Campus
8:30 AM	MC1820 10-208		Office 10-271	MC2220 10-206	Office 10-271
9:30 AM	CP2190 10-229		CP2190 10-229	MC1820 10-208	CP2190 10-229
10:30 AM	CP2190 10-229		TPP MC105-2 10-205	MC1820 10-208	TPP MC105-2 10-205
11:30 AM	Office 10-271		Meeting Time	TPP Meeting	On Campus
12:30 PM	MC1221 10-226		Meeting Time		MC2220 10-206
1:30 PM	MC1221 10-226	Office 10-271	MC1221 10-226		MC2220 10-206
2:30 PM		MC2220 10-206	MC1221 10-226		
3:30 PM		MC2220 10-206			
4:30 PM					

Appendix I - PMBCOMP201B Use computers in the workplace

ELEMENT	PERFORMANCE CRITERIA
Identify information equipment and system	1. Identify types of computerised equipment used in the work area. 2. Identify functions of equipment, component parts and accessories. 3. Identify routine faults in operating systems, software applications and operator errors. 4. Identify sources of information on rectifying faults and operating equipment, systems and applications. 5. Explain and follow security/company protection procedures.
Set up, input and retrieve files/data	1. Adjust work station equipment to meet ergonomic requirements and use appropriate posture. 2. Boot, log on and check for viruses (where required). 3. Navigate network to find appropriate program/file. 4. Use operating manuals and/or help screens for equipment and software. 5. Select and access software packages and accessories for required application. 6. Create, correctly identify and open files. 7. Identify data to be edited. 8. Enter, change or delete data using keyboard/mouse, scanners or other appropriate equipment. 9. Confirm input for accuracy. 10. Save data regularly to avoid loss of data.
Present files/data, shutdown and exit system	1. Access appropriate printers and use print preview to check document/data for format and layout if required. 2. Transmit files/data electronically if required. 3. Save files/data prior to shutdown. 4. Follow shutdown procedures for files, applications and equipment. 5. Access saved files through relevant directories. 6. Make back up copies if required and store information and disks in accordance with procedures.

Appendix II - MEM16.8A Interact with computing technology

ELEMENT	PERFORMANCE CRITERIA
1 . Determine job requirements	1. Nature and scope of task requirement are identified. 2. Information/data required to be accessed, input or stored is identified. 3. Source of information/data is identified.
2 . Access information/data	1. *Access procedures* are followed. 2. *Technology* is navigated to find the required information/data. 3. Relevant software *application* menus, functions and commands are used to locate required information/data. 4. Information/data is retrieved using organisational procedures. 5. Information/data is checked for relevance to job requirements.
3 . Input information/data	1. Relevant software menus, functions and commands are used to manipulate information/data. 2. Information/data is entered, changed, or removed as required.
4 . Store information/data	1. Data/files are saved following standard procedures prior to exiting the application. 2. *Data output* is produced as required. 3. Procedures for shutting down/logging off/exiting computing technology are followed.
5 . Access assistance as required	1. Appropriate personnel are identified and consulted as required. 2. Manuals, online help and other reference materials are identified and used as required.