

**University of KwaZulu-Natal**  
**School of Information Systems and Technology**  
**Pietermaritzburg Campus**

**End User Computing (ISTN100)**

**STUDENT GUIDE**

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**TITLE AND CODE OF THE MODULE**

End User Computing ISTN100

**CREDIT VALUE OF THE MODULE**

16 credit points

**PREREQUISITES FOR THIS MODULE**

There are NO prerequisites for ISTN100

Note that credit cannot be obtained for ISTN100 and ISTN101, COMP100, COMP101, COMP104 or COMP105 except where ISTN100 and ISTN101 are taken as part of the BCom4 (extended curriculum) programme.

**PURPOSE OF THE MODULE**

This module aims to emphasise the use of computers as integrated productivity tools.

It will:

- introduce end-user computing definitions and concepts to novice users
- introduce students to computer hardware, software and databases
- provide a practically-oriented environment in which to develop effective skills using standard application software as an integrated tool

**STATEMENT OF SPECIFIC LEARNING OUTCOMES**

On completion of this module, students will have a basic knowledge and awareness of:

- introductory end-user computing terminology
- computer hardware and software
- computer networks and data communications
- computer security and backup
- health and safety issues associated with using a computer

So that they can:

- define and use Information Technology (IT) terminology
- describe how hardware and software is used
- demonstrate their skills as knowledge workers through effective and efficient use of packaged software
- send and receive information using the Internet and its related components
- explain data communications and the role of networks
- describe appropriate security and backup measures
- describe some of the hazards associated with using a computer

### **ONLINE LEARNING SYSTEM**

Information such as notes, tutorial questions and practical exercises will continuously be placed on the ISTN100 Learning@UKZN website by the lecturers of the module. You are encouraged to utilise this resource, and may be directed to it from time to time by your lecturers. It can be accessed at <http://learning.ukzn.ac.za>. You will need to use your ICTD Novell login and password to access the site.

### **MODULE MATERIALS**

Notes are available on the ISTN100 Learning@UKZN website for most of the topics covered in ISTN100. There is no prescribed or recommended textbook.

### **STAFF**

Staff are available for consultation during the hours displayed on their office doors. If, in exceptional circumstances, you wish to meet at a different time, please make an appointment through the School secretary (Ms B Hoosen, F13 Science, Tel 260 5704). You are encouraged to use electronic mail (e-mail) to facilitate communication with your lecturers.

The following staff members will be involved with the module:

<b>Role</b>	<b>Name and E-Mail</b>	<b>Tel. No.</b>	<b>Office</b>	<b>Function</b>
ISTN100 PMB Campus Coordinator	Ms S Ramgobin ramgobin@ukzn.ac.za	260 6210	F43 Science	Deals with PMB module administration e.g. timetable clashes, missed tests, student consultations and presents lectures.
Lecturer/Tutor	Ms N Mndzebele mndzebele@ukzn.ac.za	260 6291	G26 Science	Deals with student consultations, presents lectures, tutorials and practicals.
	Mr P Ndayizigamiye ndayizip@ukzn.ac.za	260 6291	G26 Science	

### **TYPES OF DELIVERY**

- Lectures

There are three lectures per week; Tuesday Period 8; Wednesday Period 9; Friday Period 4 in the DSLT.

- Tutorials

There is one tutorial per week on Friday period 5 in DSLT. Tutorials are **COMPULSORY!!** You are allowed to miss a maximum of two tutorials. If a tutorial is missed, then a medical certificate or a death certificate of a close relative must be handed to the course co-ordinator.

- Practical sessions

Practical sessions are held in the computer laboratories (G20 Science) to enable students to become familiar with using computers. You will be allocated to a practical session (a double period) for the entire semester. Practical allocations will be posted on the IST notice board.

It is the student's responsibility to complete the tasks set in the practical sessions, and to reach a satisfactory level of knowledge and interaction with each of the applications used. This knowledge will be examined in the tests.

It is the student's responsibility to report any timetable clashes with regards to ISTN100 practical sessions to the PMB Campus Coordinator (Ms Ramgobin) during the first week of the semester.

Tutorials and practicals will start the week beginning **14 February 2011**.

#### IMPORTANT DATES

It is advisable to diarise the following important dates:

Event	Date and Time
Test 1	Monday 28 March (The exact time & venue to be announced soon but will be starting sometime between 16:30 and 17:00 and the test will last 1 hour).
Test 2	Monday 9 May (The exact time & venue to be announced soon but will be starting sometime between 16:30 and 17:00 and the test will last 1 hour).
Aegrotat Test	Friday 13 May 11:00 – 12:00 Coverage: All material of both Test 1 and Test 2
Examination	June, date to be published in University's examination timetable

#### Please note:

- A mark of 0% (zero percent) will be recorded for each test missed.
- Students will only be allowed to write an Aegrotat test if they produce **within 48 hours of the missed test** an appropriate medical certificate or a death certificate of a close relative for the day in question.
- The Aegrotat test counts as replacement for only **ONE** missed test. Students missing both tests will be required to present themselves to the course co-ordinator and may be required to sit an oral exam before a panel of lecturers in addition to writing the Aegrotat test. Failure to adhere to this will result in one test mark being recorded as 0% (zero).

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- Students are pre-allocated to specific venues and specific seat numbers for tests. Please consult the notice board and the ISTN100 Learning@UKZN website (prior to the test) to determine the venue in which you are expected to write and your allocated seat number.
- All tests and examinations will comprise only of multiple choice questions with no negative marking.

**ASSESSMENT**

Your final mark will be made up of 50% continuous assessment and 50% written examination.

The continuous assessment component is made up of two tests (50% each).

Marks will be posted on the ISTN100 notice board and on the ISTN100 Learning@UKZN website. It is your responsibility to check that your marks have been recorded correctly. Incorrect or missing marks are to be reported to the PMB Campus Coordinator (Ms Ramgobin) **within one week of the marks being released**.

**NOTICES**

You are advised to check the ISTN100 notice board (located opposite room F42 in the Science Block) and the ISTN100 Learning@UKZN website ([www.learning.ukzn.ac.za](http://www.learning.ukzn.ac.za)) every day for announcements, marks and information on practical/tutorial times and venues, test times and venues, schedule changes etc. Except in the case of weekends and holidays, a period of 24 hours will be regarded as sufficient time for students to have acquainted themselves with any notice published.

**DULY PERFORMED (DP) REQUIREMENTS**

Attendance at all tests is compulsory. Students are strongly encouraged to attend all practicals as the majority of the assessment is based on practical skills and knowledge.

A valid medical certificate, death certificate of an immediate family member or prior condoned absence by the Campus Coordinator will normally be the only justification for being excused from a test.

Students producing acceptable documentation are **NOT** excused from a test, but will be allowed to write an Aegrotat test. The module coordinator may decide to set oral tests if necessary.

Students must obtain a **continuous assessment mark of at least 40%** in order to write the examination.

A DP warning list will be posted towards the end of the semester and a list of DP refusals will be posted by 17 May.

**CHEATING / COPYING**

Students are advised that aiding, attempting to aid, or attempting to solicit aid from another student for any test may be considered as serious an offence as cheating in an examination. The penalty for such an offence could include exclusion from the University.