



# BLAR11049 *Built Environment Communication and Skills*

## Term 2 - 2017

Profile information current as at 30/04/2024 12:00 am

All details in this unit profile for BLAR11049 have been officially approved by CQU University and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

## General Information

### Overview

This unit introduces students to elementary communication concepts that are relevant to a career in the built environment. Topics include writing and presentation, basic mathematics as applicable in the built environment, interpretation commonly used in industry documentation, effective plan and specification reading and analysis, academic referencing and library skills, oral and written communication, negotiation, teamwork, conflict resolution and ethical issues. The unit develops students ability to use the learning management systems, unit profile, resource materials and study guides. All topics are discussed in a technical context with an emphasis on practical exercises and application in the built environment. The unit introduces awareness of cultural diversity and its management in a multicultural work force.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

There are no requisites for this unit.

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 2 - 2017

- Distance

### Attendance Requirements

All on-campus students are expected to attend scheduled classes - in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

1. **Online Quiz(zes)**

Weighting: 5%

2. **Online Quiz(zes)**

Weighting: 10%

3. **Written Assessment**

Weighting: 20%

4. **Written Assessment**

Weighting: 25%

5. **Examination**

Weighting: 40%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Unit Evaluation

##### Feedback

The student cohort is extremely diverse and as a result some students were frustrated by the ease of the unit and others by the difficulty.

##### Recommendation

Better highlight the aims of the unit for those students familiar with the content that find it easy and provide further support for those unfamiliar with the content that are experiencing difficulties.

## Unit Learning Outcomes

### On successful completion of this unit, you will be able to:

1. Explain communication concepts and strategies.
2. Interpret and report on commonly used built environment project documentation.
3. Analyse, design and formulate mathematical and trigonometric solutions applicable to built environment activities and logistics.
4. Apply and demonstrate an effective understanding of academic referencing and use of software to write academic essays, communications and reports.
5. Evaluate course resource materials including learning management system, unit profile, study guides and resource material.
6. Appraise and manage cultural diversity in a multicultural work force.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
1 - Online Quiz(zes) - 5%	•				•	
2 - Online Quiz(zes) - 10%	•			•	•	
3 - Written Assessment - 20%	•	•		•	•	
4 - Written Assessment - 25%	•		•		•	
5 - Examination - 40%	•	•	•			•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
1 - Communication	•	•	•	•	•	•
2 - Problem Solving	•	•	•	•	•	•
3 - Critical Thinking	•	•	•	•	•	•
4 - Information Literacy	•	•	•	•	•	
5 - Team Work						
6 - Information Technology Competence	•	•	•	•	•	
7 - Cross Cultural Competence						•
8 - Ethical practice	•	•	•	•	•	•
9 - Social Innovation						
10 - Aboriginal and Torres Strait Islander Cultures						

### Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Online Quiz(zes) - 5%	•	•	•	•		•		•		
2 - Online Quiz(zes) - 10%	•	•	•	•		•		•		
3 - Written Assessment - 20%	•	•	•	•		•		•		
4 - Written Assessment - 25%	•	•	•	•		•		•		
5 - Examination - 40%	•	•	•				•	•		

## Textbooks and Resources

### Textbooks

BLAR11049

#### Prescribed

##### **Basic Building and Construction Skills**

Edition: 5th (2016)

Authors: Hawkins, Edward

Cengage

Melbourne , Victoria , Australia

ISBN: 9780170357944

Binding: Paperback

BLAR11049

#### Prescribed

##### **The Little Penguin Handbook**

Edition: Latest Australian & New Zealand Ed (2014)

Authors: Faigley, Lester

Pearson Australia

Melbourne , Victoria , Australia

ISBN: 9781486015528

Binding: Paperback

#### Additional Textbook Information

Basic Building and Construction Skills (5th edition) is part of a three volume series that also includes Advanced Building and Joinery Skills (2nd edition) and Site Establishment, Formwork and Framing (3rd edition) that will be prescribed text books in other units of study. Although Advanced Building and Joinery Skills (2nd edition) and Site Establishment, Formwork and Framing (3rd edition) are not prescribed text books for this unit, you are advised to contact the CQUniversity bookshop (07) 4930 9421 as a discount may be available for buying these text books as a pack, rather than individually.

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Computer headset (microphone speaker combo)
- Microsoft Office or equivalent software
- Web camera (webcam)

## Referencing Style

**All submissions for this unit must use the referencing styles below:**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)
- [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Nadine Adams** Unit Coordinator

[n.adams@cqu.edu.au](mailto:n.adams@cqu.edu.au)

## Schedule

### Week 1 - 10 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 1 - Introduction to CQU systems and services	Please refer to the Moodle site for specific readings and additional unit information.	

### Week 2 - 17 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 2 - Research and reference skills	Please refer to the Moodle site for specific readings and additional unit information.	

### Week 3 - 24 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 3 - Written communication skills	Please refer to the Moodle site for specific readings and additional unit information.	<b>Assessment 1</b> Due: Week 3 Tuesday (25 July 2017) 11:45 pm AEST

### Week 4 - 31 Jul 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4 - Visual communication skills 1	Please refer to the Moodle site for specific readings and additional unit information.	<b>Assessment 2</b> Due: Week 4 Monday (31 July 2017) 11:45 pm AEST

### Week 5 - 07 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5 - Visual communication skills 2	Please refer to the Moodle site for specific readings and additional unit information.	

### Vacation Week - 14 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
No scheduled study this week - enjoy your break! You should use this week to catch-up or work on assessment.		

### Week 6 - 21 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 6 - Introduction to construction calculation	Please refer to the Moodle site for specific readings and additional unit information.	<b>Assessment 3</b> Due: Week 6 Monday (21 Aug 2017) 11:45 pm AEST

### Week 7 - 28 Aug 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 7 - Number operations and algebra	Please refer to the Moodle site for specific readings and additional unit information.	

### Week 8 - 04 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 8 - Equation solving	Please refer to the Moodle site for specific readings and additional unit information.	

### Week 9 - 11 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic

Topic 9 - Introductory trigonometry Please refer to the Moodle site for specific readings and additional unit information.

### Week 10 - 18 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 10 - Vectors	Please refer to the Moodle site for specific readings and additional unit information.	

### Week 11 - 25 Sep 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 11 - Mathematics Revision	Please refer to the Moodle site for specific readings and additional unit information.	

### Week 12 - 02 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 12 - Examination and revision skills	Please refer to the Moodle site for specific readings and additional unit information.	<b>Assessment 4</b> Due: Week 12 Tuesday (3 Oct 2017) 11:45 pm AEST

### Review/Exam Week - 09 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic
Unit review/exam week		

### Exam Week - 16 Oct 2017

Module/Topic	Chapter	Events and Submissions/Topic
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## Assessment Tasks

### 1 Assessment 1

#### Assessment Type

Online Quiz(zes)

#### Task Description

Assessment 1 relates to unit learning outcomes 1 and 5 and will require you to answer multiple choice questions based on topic 1.

#### Number of Quizzes

1

#### Frequency of Quizzes

Other

#### Assessment Due Date

Week 3 Tuesday (25 July 2017) 11:45 pm AEST

#### Return Date to Students

Week 4 Friday (4 Aug 2017)

#### Weighting

5%

#### Assessment Criteria

No Assessment Criteria

#### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)
- [Harvard \(author-date\)](#)

#### Submission

Online

**Submission Instructions**

Quiz accessed via the Moodle portal

**Learning Outcomes Assessed**

- Explain communication concepts and strategies.
- Evaluate course resource materials including learning management system, unit profile, study guides and resource material.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

## 2 Assessment 2

**Assessment Type**

Online Quiz(zes)

**Task Description**

Assessment 2 relates to unit learning outcomes 1, 4 and 5 and will require you to answer multiple choice questions based on research and referencing skills.

**Number of Quizzes**

1

**Frequency of Quizzes**

Other

**Assessment Due Date**

Week 4 Monday (31 July 2017) 11:45 pm AEST

**Return Date to Students**

Week 5 Wednesday (9 Aug 2017)

**Weighting**

10%

**Assessment Criteria**

No Assessment Criteria

**Referencing Style**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)
- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

Quiz accessed via the Moodle portal

**Learning Outcomes Assessed**

- Explain communication concepts and strategies.
- Apply and demonstrate an effective understanding of academic referencing and use of software to write academic essays, communications and reports.
- Evaluate course resource materials including learning management system, unit profile, study guides and resource material.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice



## 3 Assessment 3

### Assessment Type

Written Assessment

### Task Description

#### Brief response

Assessment relates to learning outcomes 1, 2, 4 and 5.

This assessment is a brief response to an article posted on the Moodle site. It requires you to apply learning from Research and Referencing Skills and Written Communication Skills topics.

### Assessment Due Date

Week 6 Monday (21 Aug 2017) 11:45 pm AEST

### Return Date to Students

Week 8 Thursday (7 Sept 2017)

### Weighting

20%

### Assessment Criteria

Your assessment submission needs to be produced in an electronic format.

Before or on the nominated due date, upload your work following the on-screen instructions from the Assessment block on the unit Moodle site. Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report. You must ensure that the work is your own or has been correctly referenced to the appropriate author(s), according to the CQU requirements.

You will find further support material for this assessment on the unit Moodle site.

The assessment will be assessed on the following criteria:

- Show clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use and reference correctly supporting information.
- Present original thoughts and opinions.
- Communicate using correct spelling, grammar and punctuation.
- Use graphs, illustrations and other graphics, to visually support your submission.
- Demonstrate the core knowledge associated with this unit and show appropriate application of that knowledge.

### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)
- [Harvard \(author-date\)](#)

### Submission

Online

### Submission Instructions

Submit as a single PDF file into the Moodle Assessment portal.

### Learning Outcomes Assessed

- Explain communication concepts and strategies.
- Interpret and report on commonly used built environment project documentation.
- Apply and demonstrate an effective understanding of academic referencing and use of software to write academic essays, communications and reports.
- Evaluate course resource materials including learning management system, unit profile, study guides and resource material.

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

## 4 Assessment 4

### Assessment Type

Written Assessment

## Task Description

### Mathematics workbook

Assessment relates to learning outcomes 1, 3, 5.

This assessment is in a multiple question format allowing you to analyse, conceptualise and formulate mathematical solutions by applying learning from Topics 6 to 10.

This assessment will cover all of the mathematics topics. The workbook is available for download on the unit Moodle site.

### Assessment Due Date

Week 12 Tuesday (3 Oct 2017) 11:45 pm AEST

### Return Date to Students

Monday (16 Oct 2017)

### Weighting

25%

### Assessment Criteria

Your assessment submission needs to be produced in an electronic format.

Before or on the nominated due date, upload your work following the on-screen instructions. Your submission will be processed through the similarity detection software, TurnItIn. For this assessment, TurnItIn will most likely ask you to resubmit your assessment. This is because it will not recognise your handwritten solutions and a resubmit is not required.

You will find further support material for this assessment on the unit Moodle site.

The assessment will be assessed on the following criteria:

- Show logic to solve problems.
- Use correct mathematical conventions, diagrams and other visual communication to support your submission.
- Demonstrate the core knowledge associated with this unit and show appropriate application of that knowledge.

### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)
- [Harvard \(author-date\)](#)

### Submission

Online

### Submission Instructions

Submit as a single PDF file to the Moodle Assessment portal.

### Learning Outcomes Assessed

- Explain communication concepts and strategies.
- Analyse, design and formulate mathematical and trigonometric solutions applicable to built environment activities and logistics.
- Evaluate course resource materials including learning management system, unit profile, study guides and resource material.

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

## Examination

### Outline

Complete an invigilated examination.

### Date

During the examination period at a CQUniversity examination centre.

### Weighting

40%

### Length

150 minutes

**Exam Conditions**

Closed Book.

**Materials**

Calculator - non-programmable, no text retrieval, silent only

Dictionary - non-electronic, concise, direct translation only (dictionary must not contain any notes or comments).

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

**What is a breach of academic integrity?**

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

**Why is academic integrity important?**

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

**Where can I get assistance?**

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

**What can you do to act with integrity?**



**Be Honest**

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



**Seek Help**

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



**Produce Original Work**

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem