



# COIT40206 Computing Skills for University

## Term 3 - 2019

Profile information current as at 28/04/2024 05:56 pm

All details in this unit profile for COIT40206 have been officially approved by CQUniversity 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

On completion of this unit, students should be able to use a word processor to format the layout of an academic essay and a report. The students should be able to use a spreadsheet to complete a workbook, create simple formula, apply simple functions as well as create and format charts. The students should be able to use the Internet, negotiate a Learning Management System and communicate using email at an academic level. Students should also be able to create a basic Power Point presentation appropriate for university units.

#### Details

Career Level: *Non-award*

Credit Points: 6

Student Contribution Band: 10

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 3 - 2019

- Online

#### 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 Non-award 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. **Practical Assessment**

Weighting: 20%

#### 2. **Practical Assessment**

Weighting: 30%

#### 3. **Practical Assessment**

Weighting: 10%

#### 4. **Practical Assessment**

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 Student feedback.

##### Feedback

Some assessment instructions are difficult to understand.

##### Recommendation

Continue to review, revise and reformat assessment instructions to simplify and address ease of readability.

#### Feedback from Student feedback.

##### Feedback

Very positive feedback on the study materials, ease of navigation through the unit and especially the videos.

##### Recommendation

Continue to revise the Moodle site to ensure ease of navigation, along with updates to videos as needed.

#### Feedback from Student feedback.

##### Feedback

Very positive feedback about the Fast Track study mode.

##### Recommendation

Continue Fast Track mode of study maintaining fast turnaround of marking and feedback.

#### Feedback from Staff discussion.

##### Feedback

Increased mobile device use by students, leading to increased demands on flexibility of accessibility.

##### Recommendation

Trial implementation of a mobile device textbook app to improve accessibility for students.

## Unit Learning Outcomes

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

1. Produce an appropriately formatted academic essay.
2. Produce an appropriately formatted basic academic report.
3. Perform basic spreadsheet operations and create charts.
4. Create an electronic presentation using appropriate software.
5. Perform basic operations using email and the Learning Management System provided.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level    • Introductory Level    • Intermediate Level    • Graduate Level    • Professional Level    • Advanced Level

### Alignment of Assessment Tasks to Learning Outcomes

| Assessment Tasks               | Learning Outcomes |   |   |   |   |
|--------------------------------|-------------------|---|---|---|---|
|                                | 1                 | 2 | 3 | 4 | 5 |
| 1 - Practical Assessment - 20% | •                 |   |   |   | • |

| Assessment Tasks               | Learning Outcomes |   |   |   |   |
|--------------------------------|-------------------|---|---|---|---|
|                                | 1                 | 2 | 3 | 4 | 5 |
| 2 - Practical Assessment - 30% |                   | • |   |   | • |
| 3 - Practical Assessment - 10% |                   |   |   | • |   |
| 4 - Practical Assessment - 40% |                   |   | • |   |   |

## Alignment of Graduate Attributes to Learning Outcomes

| Graduate Attributes                                | Learning Outcomes |   |   |   |   |
|--|-------------------|---|---|---|---|
|  | 1                 | 2 | 3 | 4 | 5 |
| 1 - Self Management                                |                   |   |   |   |   |
| 2 - Communication                                  | —                 |   |   | — | — |
| 3 - Information Literacy                           | —                 |   |   | — |   |
| 4 - Information Technology Competence              | —                 | — | — | — | — |
| 5 - Problem Solving                                |                   |   |   |   |   |
| 6 - Critical Thinking                              |                   |   |   |   |   |
| 7 - Cross-Cultural Competence                      |                   |   |   |   |   |
| 8 - Ethical Practice                               |                   |   |   |   |   |
| 9 - 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 |
| 1 - Practical Assessment - 20% | —                   | — | — |   |   |   |   |   |   |
| 2 - Practical Assessment - 30% | —                   | — | — |   |   |   |   |   |   |
| 3 - Practical Assessment - 10% |                     |   |   | — |   |   |   |   |   |
| 4 - Practical Assessment - 40% |                     |   |   | — |   |   |   |   |   |

## Textbooks and Resources

### Textbooks

COIT40206

#### Prescribed

#### **STEPS COIT40206 Computing Skills for University Textbook Fifth (2019)**

Edition: Fifth (2019)

Authors: School of Access Education

CQUniversity Australia

Binding: Website Link

#### **Additional Textbook Information**

Current printable versions of the textbook can be found on the Term 3 2019 COIT40206 Moodle site.

Current MAC printable versions of the textbook are also found on the Term 3 2019 COIT40206 Moodle site.

### IT Resources

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

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Suitable storage media, such as a removable USB stick (4GB or greater)
- Full licensed version of Microsoft Office 2016 (including Word, Excel and PowerPoint), or Office 2016 for MAC (if using a MAC instead of a PC). Refer to the information on the Moodle site for information about obtaining a student version of MS Office if you do not have one.

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)  
For further information, see the Assessment Tasks.

## Teaching Contacts

**Michelle Gray** Unit Coordinator  
[m.l.gray@cqu.edu.au](mailto:m.l.gray@cqu.edu.au)

## Schedule

### **Prep Week - 04 Nov 2019**

| Module/Topic         | Chapter                           | Events and Submissions/Topic     |
|----------------------|-----------------------------------|----------------------------------|
| Preparatory Material | Prep Week - Computing Foundations | Consolidation Activity Prep Week |

### **Week 1 - 11 Nov 2019**

| Module/Topic | Chapter                              | Events and Submissions/Topic                      |
|--------------|--------------------------------------|---|
| Module 1     | Week 1 - Microsoft Word Basic Skills | Consolidation Activity Week 1 - Format a Document |

### **Week 2 - 18 Nov 2019**

| Module/Topic | Chapter                  | Events and Submissions/Topic                    |
|--------------|--------------------------|---|
| Module 1     | Week 2 - Format an Essay | Consolidation Activity Week 2 - Format an Essay |

**Week 3 - 25 Nov 2019**

| Module/Topic | Chapter                            | Events and Submissions/Topic  |
|--------------|------------------------------------|---|
| Module 1     | Week 3 - Revision and Assessment 1 | Module 1 Revision - Essay Activity<br><b>Assessment 1 - Format an Essay (submission accepted up to Sunday 1st December without penalty)</b><br><br><b>ASSESSMENT 1 - FORMAT AN ESSAY</b> Due: Week 3 Friday (29 Nov 2019) 11:55 pm AEST |

**Week 4 - 02 Dec 2019**

| Module/Topic | Chapter                   | Events and Submissions/Topic                       |
|--------------|---------------------------|--|
| Module 2     | Week 4 - Document Display | Consolidation Activity Week 4 - Display and Styles |

**Vacation Week - 09 Dec 2019**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

**Week 5 - 16 Dec 2019**

| Module/Topic | Chapter                  | Events and Submissions/Topic                    |
|--------------|--------------------------|---|
| Module 2     | Week 5 - Format a Report | Consolidation Activity Week 5 - Format a Report |

**Week 6 - 23 Dec 2019**

| Module/Topic   | Chapter                            | Events and Submissions/Topic  |
|--|------------------------------------|---|
| Module 2   | Week 6 - Revision and Assessment 2 | Module 2 Revision - Report Activity   |
| NOTE: Week 6 work spans two calendar weeks due to the University Closure for the period of 25th December to 1st January. |                                    | <b>Assessment 2 - Format a Report (assessment is due on Friday 3rd January, but submission will be accepted up to Sunday 5th January without penalty)</b> |

**Week 7 - 06 Jan 2020**

| Module/Topic | Chapter                                   | Events and Submissions/Topic                        |
|--------------|---|---|
| Module 3     | Week 7 - Create a PowerPoint Presentation | Consolidation Activity Week 7 - Simple Presentation |

**Week 8 - 13 Jan 2020**

| Module/Topic | Chapter  | Events and Submissions/Topic                  |
|--------------|--|---|
| Module 3     | Week 8 - Advanced PowerPoint, Personal revision and Assessment 3 | Consolidation Activity Week 8 - Create Design |

**Week 9 - 20 Jan 2020**

| Module/Topic | Chapter | Events and Submissions/Topic |
|--------------|---------|------------------------------|
|--------------|---------|------------------------------|

|                                |                                     |   |
|--------------------------------|-------------------------------------|---|
| Module 4                       | Week 9 - Spreadsheet Foundations    | Consolidation Activity Week 9 - Formatting<br><b>Assessment 3 - Create a PowerPoint (submission accepted up to Sunday 26th January without penalty)</b><br><br><b>ASSESSMENT 3 - POWERPOINT PRESENTATION</b> Due: Week 9 Friday (24 Jan 2020) 11:55 pm AEST |
| <b>Week 10 - 27 Jan 2020</b>   |                                     |   |
| Module 4                       | Week 10 - Numbers and Formulas      | Consolidation Activity Week 10 - Video Shop   |
| <b>Week 11 - 03 Feb 2020</b>   |                                     |   |
| Module 4                       | Week 11 - Sorting and Charts        | Consolidation Activity Week 11 - Wages  |
| <b>Week 12 - 10 Feb 2020</b>   |                                     |   |
| Module 4                       | Week 12 - Revision and Assessment 4 | Module 4 Revision - Spreadsheet Activity<br><b>Assessment 4 - Spreadsheet (submission accepted up to Sunday 16th February without penalty)</b><br><br><b>ASSESSMENT 4 - SPREADSHEET</b> Due: Week 12 Friday (14 Feb 2020) 11:55 pm AEST                     |
| <b>Exam Week - 17 Feb 2020</b> |                                     |   |
| Module/Topic                   | Chapter                             | Events and Submissions/Topic  |

## Term Specific Information

In Week 1 you will receive an email from your Support Lecturer. This Lecturer will be your main contact for help and information about the unit content. Contact details for your Support Lecturer can be found in Moodle from the first week of the term.

In the week prior to term it is expected that you will work on the PREP WEEK study material in Moodle and in the Textbook, and have your first Consolidation Activity ready to send to your Support Lecturer when you hear from them in Week 1.

Important update about the CSU Textbook:

A printed Textbook can no longer be purchased from the CQUniversity Bookshop, but your Access Co-ordinator will provide you with advice on how to obtain a printed copy and the approximate cost.

The Textbook for Computing Skills for University (CSU) is available in full, in modules, in weeks and in individual lesson format on the CSU Moodle site; however, we strongly advise you to print your own full copy. You are likely to find a hard copy useful for making notes and marking pages. There are two printable versions available: PC Windows and MAC OS.

Any queries about the running of the unit may be directed to the Unit Co-ordinator, Michelle Gray on m.l.gray@cqu.edu.au (note the "l" is small "L", not a capital "i" or a number "1").

## Assessment Tasks

### 1 ASSESSMENT 1 - FORMAT AN ESSAY

#### Assessment Type

Practical Assessment

#### Task Description

This assessment is designed to reinforce your understanding of correct formatting of an academic essay using MS Word, as covered in Module 1 of the unit. It requires that you correctly format an academic essay provided to you in an unformatted state.

In order to achieve this you will need to:

1. Download the Instruction file, the essay starter file and the reference list file from the assessment link on Moodle.
  2. Use Microsoft Word to complete and correctly format these files according to the Instructions, and the Essay Preparation Checklist, using the techniques taught in Module 1 of the Textbook.
  3. Ensure that the completed document includes:
    - \* A title page
    - \* The body of the essay formatted according to the Essay Preparation Checklist
    - \* A correctly formatted reference list
  4. Upload the completed work onto the assessment link in Moodle and submit for marking.
- This is an open book assessment, and it is recommended that you have the Textbook and a copy of the Essay Preparation Checklist with you when you undertake this assessment.

#### Assessment Due Date

Week 3 Friday (29 Nov 2019) 11:55 pm AEST

Late penalties will not be incurred for submission over the ensuing weekend.

#### Return Date to Students

Week 5 Monday (16 Dec 2019)

Individual marks/feedback will be provided two weeks after the submission due date through the Moodle website.

#### Weighting

20%

#### Assessment Criteria

Grades will be allocated on the basis of the correct completion of the tasks listed in the instruction sheet using techniques taught in Module 1 of the Textbook.

The approximate breakdown of marks for this assessment is:

21% General essay and file settings

23% Quotations

11% Footer

21% Reference list

24% Title page

#### Referencing Style

- [Harvard \(author-date\)](#)

#### Submission

Online

#### Submission Instructions

Refer to the Week 3 Topic Block on Moodle for details regarding online submission.

#### Learning Outcomes Assessed

- Produce an appropriately formatted academic essay.
- Perform basic operations using email and the Learning Management System provided.

#### Graduate Attributes

- Communication
- Information Literacy



- Information Technology Competence

## 2 ASSESSMENT 2 - FORMAT AN ACADEMIC REPORT

### Assessment Type

Practical Assessment

### Task Description

This assessment is designed to reinforce your understanding of the techniques used to format a Microsoft Word document as a report, as taught in Module 2. It requires that you correctly format a file provided to you in an unformatted state. The instructions will detail the required use of sections, styles, differential footers and content formats.

In order to achieve this you will need to:

1. Download the Instruction file, the report starter file and additional content file from the appropriate assessment link on Moodle.
2. Use Microsoft Word to complete and correctly format the report, according to the Instructions and the Formatting conventions detailed in the Textbook, using the skills learnt in Module 2.
3. Ensure that the completed report document consists of:

- \* A title page
- \* Front matter including an Executive Summary and Tables of Contents, Tables and/or Figures as required.
- \* The body of the report (with reference list)
- \* End matter, such as Appendices, as specified in the instructions.

4. Upload the completed work onto the assignment link in Moodle and submit for marking.

This is an open book assessment, and it is recommended that you have the Textbook with you when you attempt this assessment.

### Assessment Due Date

Assessment is due Friday 3rd January, but late penalties will not be incurred for submission over the ensuing weekend.

### Return Date to Students

Week 9 Monday (20 Jan 2020)

Individual marks/feedback will be provided two weeks after the submission due date through the Moodle website.

### Weighting

30%

### Assessment Criteria

Grades will be allocated on the basis of the completion of the tasks listed in the instruction sheet using techniques taught in this Module of the Textbook.

The approximate breakdown of grades is:

29% General formatting including styles and sections

41% Specific formatting including tables, tabulated text, lists, and captions

9% Differential Footers

8% Tables of Contents, Tables and Figures

13% Title page

Individual marks/feedback will be provided through the Moodle website.

### Referencing Style

- [Harvard \(author-date\)](#)

### Submission

Online

### Submission Instructions

Refer to the Week 3 Topic Block on Moodle for details regarding online submission.

### Learning Outcomes Assessed

- Produce an appropriately formatted basic academic report.
- Perform basic operations using email and the Learning Management System provided.

## **Graduate Attributes**

- Communication
- Information Literacy
- Information Technology Competence

## **3 ASSESSMENT 3 - POWERPOINT PRESENTATION**

### **Assessment Type**

Practical Assessment

### **Task Description**

This assessment is designed to reinforce your understanding of appropriate presentation of a slide show, using MS Powerpoint, as covered in Module 3 of the unit.

It requires that you create an original Powerpoint presentation in response to the topic specified in the Instructions. In order to achieve this you will need to:

1. Download the Instruction file from the appropriate assessment link on Moodle. This should be downloaded in the break week to start work on planning the assessment task.
2. Use Microsoft PowerPoint to prepare a short presentation in accordance with the design considerations introduced in Module 3 of the unit and meeting the specifications listed in the Instruction file.
3. Ensure your presentation relates to the topic. Note that your interpretation of this topic may be factual or fictional.
4. Save your work as a PowerPoint Presentation file (\*.pptx).
5. Upload the presentation through the assessment link in Moodle and submit for marking.

This assessment should be completed in your own time over the weeks allocated to this Module. It is recommended that you refer to the Textbook as you work on this assessment.

### **Assessment Due Date**

Week 9 Friday (24 Jan 2020) 11:55 pm AEST

Late penalties will not be incurred for submission over the ensuing weekend.

### **Return Date to Students**

Week 12 Monday (10 Feb 2020)

Individual marks/feedback will be provided three weeks after the submission due date through the Moodle website.

### **Weighting**

10%

### **Assessment Criteria**

Grades will be allocated on the basis of the completion of the tasks listed in the instruction sheet using techniques taught in this Module of the Textbook.

The approximate breakdown of grades is:

19% Meeting specific criteria for the presentation

13% Documentation

26% Design principles

42% Use of advanced techniques

Individual marks/feedback will be provided through the Moodle website.

### **Referencing Style**

- [Harvard \(author-date\)](#)

### **Submission**

Online

### **Submission Instructions**

Refer to the Week 3 Topic Block on Moodle for details regarding online submission.

### **Learning Outcomes Assessed**

- Create an electronic presentation using appropriate software.

## **Graduate Attributes**

- Information Technology Competence

## 4 ASSESSMENT 4 - SPREADSHEET

### Assessment Type

Practical Assessment

### Task Description

This assessment is designed to reinforce your understanding of creating and formatting a basic spreadsheet, using MS Excel, including the correct application of appropriate formulae and creation of simple charts, as covered in Module 4 of the unit.

In order to achieve this you will need to:

1. Download the Instruction file and the spreadsheet starter file from the appropriate assessment link on Moodle.
2. Use Microsoft Excel to complete and correctly format the spreadsheet, including basic formulae, and charts, in accordance with the Instruction sheet and the Formatting Guidelines detailed in the Textbook, using the skills taught in module 4 of the unit.
3. Upload the completed work onto the assignment link in Moodle and send for marking.

This is an open book assessment, and it is recommended that you have the Textbook with you when you attempt this assessment.

### Assessment Due Date

Week 12 Friday (14 Feb 2020) 11:55 pm AEST

Late penalties will not be incurred for submission over the ensuing weekend.

### Return Date to Students

Exam Week Friday (21 Feb 2020)

Individual marks/feedback will be provided within two weeks of submission date through the Moodle website, in time for certification of grades.

### Weighting

40%

### Assessment Criteria

Grades will be allocated on the basis of the completion of the tasks listed in the instruction sheet using techniques and formatting guidelines taught in this Module of the Textbook.

The approximate breakdown of grades is:

- 27% Formatting a worksheet
- 22% Use of formulas and functions
- 31% Working in multiple sheets, including 3-D referencing
- 20% Charts

Individual marks/feedback will be provided through the Moodle website.

### Referencing Style

- [Harvard \(author-date\)](#)

### Submission

Online

### Learning Outcomes Assessed

- Perform basic spreadsheet operations and create charts.

### Graduate Attributes

- Information Technology Competence

## 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