COIT40206 *Computing Skills for University*
Term 3 - 2020

Profile information current as at 14/12/2025 12:33 pm

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 - 2020

- 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

Extremely positive feedback about the videos, though some of the videos need updating.

Recommendation

Review all videos and update as required on Moodle site over the next three terms.

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 Student Feedback

Feedback

Very positive comments on consolidation activities.

Recommendation

Continue to promote the value of completing consolidation activities as a learning tool and encourage students to use them as valuable formative learning.

Feedback from Student Feedback

Feedback

Very positive comments on layout of the study material on Moodle and in the textbook.

Recommendation

Continue to review, revise and edit study materials.

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

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
1 - Practical Assessment - 20%	●				●
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 Sixth (2020)
Edition: Sixth (2020)
Authors: School of Access Education
CQUniversity Australia
ISBN: N/A
Binding: Website Link

Additional Textbook Information
Current printable versions of the textbook can be found on the Term 3 2020 COIT40206 Moodle site.
Current MAC printable versions of the textbook are also found on the Term 3 2020 COIT40206 Moodle site.
Printed versions are not available for purchase but it is strongly recommended that you print your own copy. Access Co-ordinators will provide advice on printing options.

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) for backing up work
- Full licensed version of Microsoft Office 2016, or newer, (including Word, Excel and PowerPoint), or Office 2016 for MAC, or newer, (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

Schedule

Prep Week - 02 Nov 2020

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

Week 1 - 09 Nov 2020

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

Week 2 - 16 Nov 2020

Module/Topic	Chapter	Events and Submissions/Topic

| Module 1 | Week 2 - Format an Essay | Consolidation Activity Week 2 - Format an Essay |

Module/Topic	Chapter	Events and Submissions/Topic
Module 1	Week 3 - Revision and Assessment 1	Module 1 Revision - Essay Activity Assessment 1 - Format an Essay (submission accepted up to Sunday 29th November without penalty) **ASSESSMENT 1 - FORMAT AN ESSAY** Due: Week 3 Friday (27 Nov 2020) 11:59 pm AEST

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

Module/Topic	Chapter	Events and Submissions/Topic
		Great opportunity to catch up, revise or get ahead.

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

Module/Topic	Chapter	Events and Submissions/Topic
Module 2	Week 6 - Revision and Assessment 2	Module 2 Revision - Report Activity Assessment 2 - Format a Report (submission accepted up to Sunday 27th December without penalty) **ASSESSMENT 2 - FORMAT AN ACADEMIC REPORT** Due: Week 6 Thursday (24 Dec 2020) 11:59 pm AEST

Module/Topic	Chapter	Events and Submissions/Topic
University Closure Week. Staff will not be available during this week.		Great opportunity to catch up, revise or get ahead.

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

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

Module/Topic	Chapter	Events and Submissions/Topic

| Module 4 | Week 9 - Spreadsheet Foundations | Consolidation Activity Week 9 - Formatting
Assessment 3 - Create a PowerPoint (submission accepted up to Sunday 24th January without penalty)

ASSESSMENT 3 - POWERPOINT PRESENTATION Due: Week 9 Friday (22 Jan 2021) 11:59 pm AEST |

Week 10 - 25 Jan 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 4	Week 10 - Numbers and Formulas	Consolidation Activity Week 10 - Video Shop

Week 11 - 01 Feb 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 4	Week 11 - Sorting and Charts	Consolidation Activity Week 11 - Wages

Week 12 - 08 Feb 2021

Module/Topic	Chapter	Events and Submissions/Topic
Module 4	Week 12 - Revision and Assessment 4	Module 4 Revision - Spreadsheet Activity Assessment 4 - Spreadsheet (submission accepted up to Sunday 14th February without penalty) **ASSESSMENT 4 - SPREADSHEET** Due: Week 12 Friday (12 Feb 2021) 11:59 pm AEST

Exam Week - 15 Feb 2021

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 information about the CSU Textbook:
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. Print only the version corresponding to your computer system. Your Access Co-ordinator will provide you with advice on how to obtain a printed copy and the approximate cost.
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"), or 07 4980 4157.

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 (27 Nov 2020) 11:59 pm AEST

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

Return Date to Students
Week 5 Monday (14 Dec 2020)

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
Week 6 Thursday (24 Dec 2020) 11:59 pm AEST

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

Return Date to Students
Week 9 Monday (18 Jan 2021)

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 Module 2 of the Textbook.
The approximate breakdown of grades is:
31% General formatting including styles and sections
36% Specific formatting including tables, tabulated text, lists, and captions
9% Differential Footers
10% Tables of Contents, Tables and Figures
14% 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 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 Module 3. It is recommended that you refer to the Textbook as you work on this assessment.

Assessment Due Date

Week 9 Friday (22 Jan 2021) 11:59 pm AEST

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

Return Date to Students

Week 12 Monday (8 Feb 2021)

Individual marks/feedback will be provided two 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 Module 3 of the Textbook.

The approximate breakdown of grades is:

19% Meeting specific criteria for the presentation

13% Documentation

28% Design principles

40% Use of advanced techniques

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 (12 Feb 2021) 11:59 pm AEST

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

Return Date to Students

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 Module 4 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

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

- 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