



COIT40206 *Computing Skills for University*

Term 1 - 2024

Profile information current as at 29/04/2024 10:22 am

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 1 - 2024

- 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 Staff

Feedback

New version of Office 365 released, causing study materials to become outdated.

Recommendation

Revise edition of CSU Textbook to include screenshots and processes showing the most recent version of Office 365 for both PC and MAC. Revise and update video lesson of affected lessons.

Feedback from Staff

Feedback

Desire to improve feedback to students on weekly Consolidation Activities.

Recommendation

Introduce video feedback to students on weekly Consolidation Activities, as a trial, and review student feedback.

Feedback from Students

Feedback

Positive feedback about the Fast Track mode of study offering.

Recommendation

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

Feedback from Students

Feedback

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 Staff

Feedback

Some lesson material has become irrelevant.

Recommendation

Revise study material and lesson videos to exclude some PowerPoint sections (such as timed presentations etc) in lieu of teaching recording of speeches, and more image and video inclusion details.

Unit Learning Outcomes

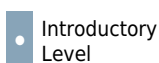
On successful completion of this unit, you will be able to:

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.

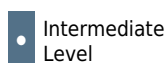
Alignment of Learning Outcomes, Assessment and Graduate Attributes



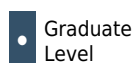
N/A
Level



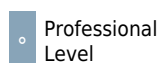
Introductory
Level



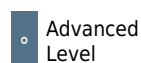
Intermediate
Level



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%	•				•
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

Edition: Seventh (2023)

Authors: School of Access Education

Binding: Website Link

Additional Textbook Information

A printable version of the Computing Skills for University PC and MAC textbooks can be found on the unit Moodle site. The textbooks cannot be purchased from the CQUniversity Bookshop. It is recommended that you print your own copy, specific to the computer system you will be using for the unit (PC or MAC). Your Access Co-ordinator will provide you with 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)
- Full licensed version of Microsoft Office 2019 or 365 (but no older than 2016; including Word, Excel and PowerPoint), or Office for MAC (if using a MAC instead of a PC). Refer to the information on the Moodle site for information about obtaining a FREE student version of MS Office if you do not have one.
- Access to a full PC or MAC based computer. NOTE: This unit CANNOT be sufficiently completed using a phone, ipad or tablet (such as a Google Chromebook device)

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 - 26 Feb 2024

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

Week 1 - 04 Mar 2024

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

Week 2 - 11 Mar 2024

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

Week 3 - 18 Mar 2024

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 Due: Week 3 Friday (22 Mar 2024) 11:59 pm AEST

Week 4 - 25 Mar 2024

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

Week 5 - 01 Apr 2024

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

Break Week - 08 Apr 2024

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

Week 6 - 15 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Module 2	Week 6 - Revision and Assessment 2	Module 2 Revision - Report Activity ASSESSMENT 2 - FORMAT AN ACADEMIC REPORT Due: Week 6 Friday (19 Apr 2024) 11:59 pm AEST

Week 7 - 22 Apr 2024

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

Week 8 - 29 Apr 2024

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

Week 9 - 06 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Module 4	Week 9 - Spreadsheet Foundations, Personal PowerPoint Revision and Assessment 3	Consolidation Activity Week 9 - Spreadsheet Formatting ASSESSMENT 3 - POWERPOINT PRESENTATION Due: Week 9 Friday (10 May 2024) 11:59 pm AEST

Week 10 - 13 May 2024

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

Week 11 - 20 May 2024

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

Week 12 - 27 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Module 4	Week 12 - Revision and Assessment 4	Module 4 Revision - Spreadsheet Activity ASSESSMENT 4 - SPREADSHEET Due: Week 12 Friday (31 May 2024) 11:59 pm AEST

Review/Exam Week - 03 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic
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Term Specific Information

Unit Coordinator:

Michelle Gray: Email: m.l.gray@cqu.edu.au (note the "l" is a small "L", not a capital "i" or a number "1")

Phone: 07 4150 4157

Support Tutor:

Contact details for your Support Tutor can be found in the *Learning Community* tile in Moodle from Week 1 of the term. In Week 1 you will receive an email from your Support Tutor. This tutor will be your main contact to email consolidation activities and for help and information about the unit content.

Before term begins:

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

Important Information about the CSU Textbook:

It is strongly recommended that you print the textbook. There are two printable versions available: PC Windows and MAC OS. Print only the version corresponding to your computer system you will use for the unit.

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 (22 Mar 2024) 11:59 pm AEST

Return Date to Students

Week 5 Friday (5 Apr 2024)

Individual marks/feedback will be provided via the Moodle site two (2) weeks from the due date or submission date, whichever is later.

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

Assessment must be submitted correctly through the CSU Moodle site.

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 Friday (19 Apr 2024) 11:59 pm AEST

Return Date to Students

Week 8 Friday (3 May 2024)

Individual marks/feedback will be provided via the Moodle site two (2) weeks from the due date or submission date, whichever is later.

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

Assessment must be submitted correctly through the CSU Moodle site.

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 (10 May 2024) 11:59 pm AEST

Return Date to Students

Week 11 Friday (24 May 2024)

Individual marks/feedback will be provided via the Moodle site two (2) weeks from the due date or submission date, whichever is later.

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

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 using the skills taught in Module 4 (including basic formulae and charts), in accordance with the Instruction sheet and the formatting Guidelines detailed in the Textbook.
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 (31 May 2024) 11:59 pm AEST

Return Date to Students

Individual marks/feedback will be provided via the Moodle site two (2) weeks from the due date or submission date, whichever is later, in time for the 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

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