COIT40206 *Computing Skills for University*
Term 3 - 2024

Profile information current as at 10/05/2024 04:34 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 - 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

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

Information for Unit Learning Outcomes has not been released yet.
This information will be available on Monday 9 September 2024

Alignment of Learning Outcomes, Assessment and Graduate Attributes

Information for Alignment of Learning Outcomes, Assessment and Graduate Attributes has not been released yet.
This information will be available on Monday 9 September 2024

Textbooks and Resources

Information for Textbooks and Resources has not been released yet.
This information will be available on Monday 14 October 2024

Academic Integrity Statement

Information for Academic Integrity Statement has not been released yet.
This unit profile has not yet been finalised.