

In Progress

Please note that this Unit Profile is still in progress. The content below is subject to change.



COIT40206 Computing Skills for University

Term 1 - 2026

Profile information current as at 05/12/2025 01:44 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 1 - 2026

- Brisbane
- Bundaberg
- Cairns
- Gladstone
- Mackay
- Online
- Rockhampton
- Townsville

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

Information for Class and Assessment Overview has not been released yet.

This information will be available on Monday 12 January 2026

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 Students

Feedback

Students would like to be able to mark off tasks as 'done' in Moodle.

Recommendation

Edit Moodle site to include manual 'Mark as done' checkboxes for all weekly tile for next offering.

Feedback from Students

Feedback

Positive feedback on the effectiveness of video feedback on formative assessment.

Recommendation

Continue to provide screen recorded video feedback for students on formative feedback and other queries through out term.

Feedback from Head of Course

Feedback

Need to incorporate learning around AI, blogs, infographics and presentation recording to align with authentic assessment in undergraduate studies.

Recommendation

Review course format and content for opportunities to include learning outcomes aligned with changing undergraduate requirements.

Feedback from Students

Feedback

Video lessons are extremely helpful.

Recommendation

Continue to offer video lesson formats as well and written lesson material, and update where needed.

Unit Learning Outcomes

Information for Unit Learning Outcomes has not been released yet.

This information will be available on Monday 12 January 2026

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 12 January 2026

Textbooks and Resources

Information for Textbooks and Resources has not been released yet.

This information will be available on Monday 16 February 2026

Academic Integrity Statement

Information for Academic Integrity Statement has not been released yet.

This unit profile has not yet been finalised.