COIT40206 *Computing Skills for University*
Term 3 - 2026

Profile information current as at 12/11/2026 11:57 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 3 - 2026
- 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. ASSESSMENT 1 - FORMAT AN ESSAY (Practical Assessment)
Weighting: 20%
2. ASSESSMENT 2 - FORMAT AN ACADEMIC REPORT (Practical Assessment)
Weighting: 30%
3. ASSESSMENT 3 - POWERPOINT PRESENTATION (Practical Assessment)
Weighting: 10%
4. ASSESSMENT 4 - SPREADSHEET (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
- Academic Progression Policy and Procedure
- Student Refund and Credit Balance Policy and Procedure
- 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
Valuable video feedback on weekly consolidation activities

Recommendation
Continue to provide personalised video feedback on weekly consolidation activities throughout the term.

Feedback from Students

Feedback
Accessible video and written learning resources

Recommendation
Continue to update and enhance video and written learning resources to maintain currency, accessibility and relevance.

Feedback from Students

Feedback
Engaging practical learning activities

Recommendation
Continue to incorporate practical activities and authentic assessment tasks that support the development of university computing skills.

Feedback from Students

Feedback
Supportive teaching and personalised assistance

Recommendation
Maintain regular opportunities for students to access individual support and feedback throughout the term.

Unit Learning Outcomes

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

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

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	6
1. Assessment 1 *(20% of unit)* Practical Assessment	•	•				

Assessment Tasks	Learning Outcomes					
	1	2	3	4	5	6
2. Assessment 2 *(30% of unit)* Practical Assessment			•			
3. Assessment 3 *(10% of unit)* Practical Assessment				•		
4. Assessment 4 *(40% of unit · 2 parts)* Part 1 - Practical Assessment Part 2 - Interactive Oral Assessments	•				•	•

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes					
	1	2	3	4	5	6
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 - First Nations Knowledges						

Textbooks and Resources

Textbooks

COIT40206

Prescribed

STEPS COIT40206 Computing Skills for University Textbook
Edition: Eighth (2024)
Authors: School of Access Education
ISBN: N/A

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. If you choose to print your own copy, specific to the computer system you will be using for the unit (PC or MAC). Your Access Coordinator 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)
- 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)
- Full licensed version of Microsoft Office 365 (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 fully operational camera, microphone and speaker on a computer (not phone or tablet) that will allow connection for the Interactive Assessments with the functionality to share a screen on a zoom connection with an assessor.

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 2026

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

Week 1 - 09 Nov 2026

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 2026

Module/Topic	Chapter	Events and Submissions/Topic

Module 1	Week 2 - Format an Essay	Consolidation Activity Week 2 - Format an Essay
Week 3 - 23 Nov 2026		
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 Thursday (26 Nov 2026) 11:45 pm AEST
Week 4 - 30 Nov 2026		
Module/Topic	Chapter	Events and Submissions/Topic
Module 2	Week 4 - Document Display	Consolidation Activity Week 4 - Display and Styles
Week 5 - 07 Dec 2026		
Module/Topic	Chapter	Events and Submissions/Topic
Module 2	Week 5 - Format a Report	Consolidation Activity Week 5 - Format a Report
Week 6 - 14 Dec 2026		
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 Thursday (17 Dec 2026) 11:45 pm AEST
Mid-Term Break - 21 Dec 2026		
Module/Topic	Chapter	Events and Submissions/Topic
Mid-Term Break		Great opportunity to catch up, revise or get ahead.
Mid-Term Break - 28 Dec 2026		
Module/Topic	Chapter	Events and Submissions/Topic
Mid-Term Break		Great opportunity to catch up, revise or get ahead.
Week 7 - 04 Jan 2027		
Module/Topic	Chapter	Events and Submissions/Topic
Module 3	Week 7 - Create a PowerPoint Presentation	Consolidation Activity Week 7 - Simple Presentation
Week 8 - 11 Jan 2027		
Module/Topic	Chapter	Events and Submissions/Topic
Module 3	Week 8 - Advanced PowerPoint	Consolidation Activity Week 8 - Create Design
Week 9 - 18 Jan 2027		
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 Thursday (21 Jan 2027) 11:45 pm AEST
Week 10 - 25 Jan 2027		
Module/Topic	Chapter	Events and Submissions/Topic
Module 4	Week 10 - Numbers and Formulas	Consolidation Activity Week 10 - Video Shop
Week 11 - 01 Feb 2027		
Module/Topic	Chapter	Events and Submissions/Topic

Module 4	Week 11 - Sorting and Charts	Consolidation Activity Week 11 - Wages

Week 12 - 08 Feb 2027

Module/Topic	Chapter	Events and Submissions/Topic
		Module 4 Revision - Spreadsheet Activity
Module 4	Week 12 - Revision and Assessment 4	
		ASSESSMENT 4 - SPREADSHEET Due: Week 12 Thursday (11 Feb 2027) 11:45 pm AEST

Assessment Tasks

1 Practical Assessment

Assessment Title
ASSESSMENT 1 - FORMAT AN ESSAY

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.
Generative AI is not required; however, if used the AIAS Level of use is:
Level 2. AI Planning - You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.
(Source: Perkins, M., Roe, J. and Furze, L. 2024, “The AI Assessment Scale Revisited: A framework for educational assessment”)
Further information about this requirement will be provided by the teaching staff in the unit.

Assessment Due Date
Week 3 Thursday (26 Nov 2026) 11:45 pm AEST

Return Date to Students
Individual marks/feedback will be provided via the Moodle site two (2) working 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 Practical Assessment

Assessment Title
ASSESSMENT 2 - FORMAT AN ACADEMIC REPORT

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.
Generative AI is not required; however, if used the AIAS Level of use is:
Level 2. AI Planning - You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.
(Source: Perkins, M., Roe, J. and Furze, L. 2024, “The AI Assessment Scale Revisited: A framework for educational assessment”)
Further information about this requirement will be provided by the teaching staff in the unit.

Assessment Due Date
Week 6 Thursday (17 Dec 2026) 11:45 pm AEST

Return Date to Students
Individual marks/feedback will be provided via the Moodle site two (2) working 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 Practical Assessment

Assessment Title
ASSESSMENT 3 - POWERPOINT PRESENTATION

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* 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.
Generative AI is not required; however, if used the AIAS Level of use is:
Level 3. AI Collaboration - You may use AI to assist with specific tasks such as drafting text, refining and evaluating your work. You must critically evaluate and modify any AI-generated content you use.
(Source: Perkins, M., Roe, J. and Furze, L. 2024, “The AI Assessment Scale Revisited: A framework for educational assessment”)
Further information about this requirement will be provided by the teaching staff in the unit.

Assessment Due Date
Week 9 Thursday (21 Jan 2027) 11:45 pm AEST

Return Date to Students
Individual marks/feedback will be provided via the Moodle site two (2) working 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 Practical Assessment

Assessment Title
ASSESSMENT 4 - SPREADSHEET

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.
Important: Interactive Assessment Element (Part B)
In addition to submitting your completed spreadsheet, this assessment includes a short live discussion with your Support Tutor via Zoom. After submitting your work, you must book and attend a 15-minute Zoom session. During this session, you will be asked to share your screen and demonstrate some of the skills taught in the module. Your support tutor may ask you to demonstrate or explain key Excel concepts used in your work, such as formulas, cell referencing, formatting, sorting or basic functions. The purpose of this discussion is to confirm your understanding and provide brief feedback. This session contributes towards your marks for this assessment. Details for booking your session are available on Moodle after you have submitted the first part of the assessment (Part A).
Generative AI is not required; however, if used the AIAS Level of use is:
Level 2. AI Planning - You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.
(Source: Perkins, M., Roe, J. and Furze, L. 2024, “The AI Assessment Scale Revisited: A framework for educational assessment”)
Further information about this requirement will be provided by the teaching staff in the unit.

Assessment Due Date
Week 12 Thursday (11 Feb 2027) 11:45 pm AEST

Return Date to Students
Individual marks/feedback will be provided via the Moodle site two (2) working 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:
- 19% Formatting a worksheet
- 16% Use of formulas and functions
- 22% Working in multiple sheets, including 3-D referencing
- 14% Charts
- 29% Interactive Assessment

Referencing Style
Harvard (author-date)

Submission
Online

Submission Instructions
Assessment must be submitted correctly through the CSU Moodle site.

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