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 - 2027

Profile information current as at 12/11/2026 12:00 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 - 2027
- 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

Information for Class and Assessment Overview has not been released yet.
This information will be available on Monday 11 January 2027

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

Information for Unit Learning Outcomes has not been released yet.
This information will be available on Monday 11 January 2027

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 11 January 2027

Textbooks and Resources

Information for Textbooks and Resources has not been released yet.
This information will be available on Monday 11 January 2027

Academic Integrity Statement

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