



1. General Course Information

1.1 Course Details

Course Code:	FND107
Course Name:	Computer Skills
Trimester:	Trimester 2, 2021
Program:	Foundation Program
Credit Points:	10
Course Coordinator:	Shane Trinne
Document modified:	3 rd May 2021

Course Description

The course is a core course for all streams within the Foundation Program, and is designed to provide students with the ability to build skills in the use of application software. This course will help to provide students with the tools required to succeed in a tertiary setting in Australia, by improving their understanding and use of applications most commonly used in Australian universities, such as Word, PowerPoint, and Excel.

Assumed Knowledge

There is no assumed knowledge for this course.

1.2 Teaching Team

Your teacher can be contacted via the email system on the portal.

Name	Email
Shane Trinne	SHTR@portal.griffithcollege.edu.au

1.3 Staff Consultation

Your teacher is available each week for consultation outside of normal class times online. Times that your teacher will be available for consultation will be found on the Course Site.

1.4 Timetable

Your timetable is available on the Griffith College Portal at Class Timetable in Student and Services.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device as well as installing Microsoft office products on their computers. Griffith College students can access Office365 for Education to install Microsoft Office products on their personal devices.

2. Aims, Outcomes & Generic Skills

2.1 Course Aims

The course aims to provide students with a broad understanding of computers, an acquisition of skills in the main applications of computers, researching techniques and an appreciation of the role of information communication technology (ICT) in society.



2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. Design creative and functional presentations in Microsoft PowerPoint.
2. Create productive documents and presentations with the efficient formatting of text, images, and tables.
3. Construct spreadsheets using data entry and cell formatting, whilst performing functions to interpret data using Microsoft Excel.
4. Use Microsoft Word to create properly formatted academic documents with a title page, headers and footers, a table of contents and a reference list.



2.3 Generic Skills and Capabilities

For further details on the Generic Skills please refer to the [Graduate Generic Skills and Capabilities policy](#).

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills and Capabilities		Taught	Practised	Assessed
Acquisition of discipline knowledge and skills with critical judgement		✓	✓	✓
Communication and collaboration		✓	✓	✓
Self-directed and active learning		✓	✓	
Creative and future thinking				
Social responsibility and ethical awareness				
Cultural competence and awareness in a culturally diverse environment				



3. Learning Resources

3.1 Required Learning Resources

All materials for this course are provided free of charge on the course site.

3.2 Recommended Learning Resources

Not Applicable

3.3 College Support Services and Learning Resources

The College provides many facilities and support services to assist students in their studies. Links to information about College support resources that are available to students are included below for easy reference.

[Digital Library](#) – Databases to which Griffith College students have access to through the Griffith Library Databases.

MyStudy – there is a dedicated website for this course via MyStudy on the Griffith College Portal.

Academic Integrity - Griffith College is committed to ensuring academic integrity is understood and maintained by all staff and students. All students learn about academic integrity through engagement with the weighted Epigeum modules within the suite of Academic and Professional Studies courses.

Services and Support provides a range of services to support students throughout their studies including academic advice and assignment help from Student Learning Advisors, and personal and welfare support from Student Counsellors.

[Jobs and Employment](#) in the Student Hub can assist students with career direction, resume and interview preparation, job search tips, and more.

[IT Support](#) provides details of accessing support, information on s numbers and internet access and computer lab rules.

3.4 Other Information about your Learning

Attendance

You are expected to actively engage in all learning experiences and learning activities which underpin the learning content in this course. You are expected to engage with the learning content and learning activities outside of timetabled class times. This requires you to be an active agent of your learning. You are expected to bring all necessary learning resources to class such as the required textbook and /or Workbook, when on campus. In addition, you are encouraged to BYOD (bring your own device) to class such as a laptop or tablet. This is not a requirement as computer lab facilities are available on campus, however, the use of such devices in the classroom is encouraged with appropriate and considerate use principles being a priority. When attending class via online Zoom lessons, your attendance will be marked based on your class engagement. To receive full attendance for a class, you are expected to have your camera on, contribute your ideas in class time, and to submit all class work and homework before the beginning of the next class.

Preparation and Participation in Learning

In order to enhance your learning, you need to prepare before participating in the learning experiences. Absorb the learning content and complete the learning activities that are provided online before you attend the scheduled learning experiences. Make sure you complete the learning activities set each week, they are designed to support your learning. Active participation in your learning will enhance your success. Ask questions when something is unclear or when you want to bring some issue to your lecturer or tutor's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

Consultation Sessions

Teachers offer extra time each week to assist students outside the classroom. This is known as 'consultation time.' You may seek assistance from your teacher on email or in person according to how the teacher has explained this to the class. Attendance during consultation time is optional but you are encouraged to use this extra help to improve your learning outcomes.

Course Learning Materials

Learning materials are made available to you in MyStudy on the Griffith College Portal. The learning materials are arranged in Modules. In each Module you will find Learning Content, Learning Experiences and Learning Activities. **Learning Content** will be engaged with prior to the scheduled **Learning Experience (your weekly class)**. This will ensure you are prepared for the scheduled Learning Experience by being aware of the content to be covered and therefore will be able to actively participate in the session. **Learning Activities** are accessed after the scheduled session for purposes of review, consolidation of learning, and preparation for the Evidence of Learning tasks (assessment) in the course.

In addition, **Anytime Anywhere** learning material is provided in the course. This learning material provides support, interactive tools and directions for students who occasionally cannot attend the weekly scheduled Learning Experience (either in person or on Zoom) perhaps due to illness or other commitments. The Anytime Anywhere learning material should also be used in conjunction with Learning Content and Learning Activities resources.

Self-Directed Learning

You will be expected to learn independently. This means you must organise and engage with the course learning content even when you are not specifically asked to do so by your lecturer or tutor. The weekly guide will be helpful to organise your learning. This involves revising the weekly course learning material and completing the learning activities. All of this requires careful planning of your time. Expect to spend, on average, at least 10 hours per week including class time for each of your courses.

Program Progression

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - [Program Progression Policy](#) - for more information]. Please remember that logging in to a Zoom class does not automatically count as having attendance; you must also engage and complete the work assigned to you.






Teacher and Course Evaluation

Your feedback is respected and valued by your teachers. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your teacher or by completing course and lecturer evaluations via Griffith College's evaluation tool whenever these are available.



4. Learning Content, Learning Activities and Learning Experiences

4.1 Modules for Learning and Weekly Learning Content, Learning Activities and Learning Experience

Week	Learning Content 	Learning experiences 	Learning activities 	Evidence of learning 	Learning outcome 
Module 1: Microsoft PowerPoint					
1	Introduction to Course Introduction to Programs used throughout the Course	Course overview Possible downloading of free software to use throughout the course. Basic activities including opening, saving and finding documents.	Introduction to Course Outline Introduction to Microsoft suite and their Google or Mac equivalents	-	1 & 2
2	Creating PowerPoint presentations Entering the information into the software to create a slideshow	Student practice starting PowerPoint presentations, inserting slides, slide design, formatting text, inserting shapes, animations, transitions, and printing a presentation to PDF in Microsoft PowerPoint	Completing Microsoft PowerPoint class activities. Testing students' PowerPoint knowledge gained through practicing PowerPoint exercises in the class	-	1 & 2

3	Adding objects and design elements to presentations	Students practice WordArt, SmartArt, tables, charts, slide master, and notes in Microsoft PowerPoint	Completing Microsoft PowerPoint class activates. Testing students' PowerPoint knowledge gained through practicing PowerPoint exercises in the class	-	1 & 2
4	Online Assessment		Microsoft PowerPoint revision on any aspects of PowerPoint -	Online PowerPoint Assessment - 30%	1 & 2
Module 2: Microsoft Word					
5	Creating a Word document in Microsoft Word	Students practice opening a Word Document, saving, page layout, margins, editing, formatting, page breaks, show/hid feature, numbering, headers, footers, and paragraph style	Completing Microsoft Word document class activates. Testing students' Word document knowledge gained through practicing Word document exercises in the class	-	2 & 4
6	Using more Microsoft Word tools to improve a Word document	Students practice tabs, tables, equations, and formatting a newsletter	Completing Microsoft Word document class activates. Testing students' Word Document knowledge gained through practicing Word document exercises in the class	-	2 & 4
7	Developing research skills in Microsoft Word	Students practice creating a reference list, a title page, inserting a table of contents, and using word count option	Completing Microsoft Word document class activates. Testing students' Word Document knowledge gained through practicing Word document exercises	-	2 & 4
8	Online Assessment		In class assessment for Microsoft Word	Online Word Assessment - 35%	2 & 4
Module 3: Microsoft Excel					
9	Introduction to Microsoft Excel	Students will practice simple cell data input and simple auto sum functions, whilst gaining confidence in basic excel functions	Completing Microsoft Excel introductory activities in class	-	
10	Using more Microsoft Excel tools to improve a Worksheet	Students practice formatting and absolute cell referencing in Microsoft Excel	Completing Microsoft Excel class activates. Testing students' Excel knowledge gained through practicing Excel exercises	-	2 & 3
11	Developing more practical skills in Microsoft Excel	Students practice page layout, Charts, and printing in Microsoft Excel Revising effective Excel activities to prepare for Excel Assessment in week 12	Completing Microsoft Excel class activates. Excel Revision activities	-	2 & 3
12	Online Assessments	Answering students' questions before the assessments begin	Microsoft Excel in class assessment	Online Excel Assessment - 35%	2 & 3

5. Evidence of Learning (Assessment Plan)



5.1 Evidence of Learning Summary

	 Evidence of learning	 Weighting	 Learning outcome	 Due Date
1	Microsoft PowerPoint assessment	30%	1 & 2	Week 4
2	Microsoft Word assessment	35%	2 & 4	Week 8
3	Microsoft Excel assessment	35%	2 & 3	Week 12

5.2 Evidence of Learning Task Detail

There are 4 items of assessment in the course. To give yourself the best chance of success in this course you are encouraged to submit all 4 pieces of assessment.

1. PowerPoint Assessment

The PowerPoint assessment will take place online in week 4 under supervised and timed conditions. The assessment tests student's skill in the use of Microsoft PowerPoint and contributes 30% to the overall grade.

2. Word Assessment

The Word assessment will take place online in week 8 under supervised and timed conditions. The assessment test student's skill in the use of Microsoft Word and contributes 35% to the overall grade.

3. Excel Assessment

The Excel assessment will take place online in week 12 under supervised and timed conditions. The assessment will test student's skill in the use of Microsoft Excel and contributes 35% to the overall grade.

5.3 Late Submission

An evidence of learning (assessment) item submitted after the due date, without an approved extension from the Course Coordinator, will be penalised. The standard penalty is the reduction of the mark allocated to the assessment item by 5% of the maximum mark applicable for the assessment item, for each working day or part working day that the item is late. Evidence of learning items submitted more than five working days after the due date are awarded zero marks.

Please refer to the Griffith College website - Policy Library > [Assessment Policy](#) for guidelines and penalties for late submission.

5.4 Other Information about Evidence of Learning

Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

Requests for extension

To apply for an extension of time for an evidence of learning item, you must submit an [Application for Extension of Assignment](#) form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. [Griffith College Student Medical Certificate](#)]. Please refer to the Griffith College website - [Policy Library](#) - for guidelines regarding extensions and deferred assessment.

Return of Evidence of Learning Items

1. Marks awarded for in-trimester evidence of learning items, except those being moderated externally with Griffith University, will be available on the Student Portal within fourteen [14] days of the due date. This does not apply to the final evidence of learning item in this course (marks for this item will be provided with the final course result).
2. Students will be advised of their final grade through the Student Portal. Students can review their final exam papers after student grades have been published. Review of final exam papers will not be permitted after the final date to enrol.
3. Marks for **all** evidence of learning items including the final exam (if applicable) will be recorded in the Moodle Course Site and made available to students through the Moodle Course Site.

The sum of your marks of evidence of learning items in this course does not necessarily imply your final grade for the course. Standard grade cut off scores can be varied for particular courses, so you need to wait for the official release of grades to be sure of your grade for this course.

6. Policies & Guidelines

Griffith College assessment-related policies can be found in the [Griffith College Policy Library](#) which include the following policies:

[Assessment Policy](#), [Special Consideration](#), [Deferred Assessment](#), [Alternate Exam Sitings](#), [Medical Certificates](#), [Academic Integrity](#), [Finalisation of Results](#), [Review of Marks](#), [Moderation of Assessment](#), [Turn-it-in Software Use](#). These policies can be accessed within the [Policy Library](#).

Academic Integrity Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of an allegation of a breach of academic integrity being made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the Griffith College Academic Integrity Policy; this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Griffith College website - Policy Library > [Academic Integrity Policy](#)

Reasonable Adjustments for Assessment – The Disability Services policy

The [Disability Services policy](#) (accessed within the [Policy Library](#)) outlines the principles and processes that guide the College in making reasonable adjustments to assessment for students with disabilities while maintaining academic robustness of its programs.

Risk Assessment Statement

There are no out of the ordinary risks associated with this course.

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