



1. General Course Information

1.1 Course Details

Course Code:	CME100
Course Name:	Core Maths Skills for DE
Trimester:	Trimester 3, 2022
Program:	Diploma of Engineering
Credit Points:	Non credited course
Course Coordinator:	Maria Aneiros
Document modified:	9 th February 2023

Course Description

The Core Maths Skills for DE is delivered in the first trimester of study and will assist you to develop and/or refresh the fundamental mathematics knowledge and skills required for success in the Diploma maths or maths related course. Core Maths Skills for DE is a free, non-weighted, and competency based (pass/fail), which means that it does not count towards students GPA (grade point average) and consequently, you are not permitted to drop this course. However, it is compulsory and must be completed in order to graduate and it is a prerequisite for the following Diploma of Engineering courses: Mathematics 1A, Mathematics 1B and Engineering Science. You will be given a maximum of two attempts to successfully complete this course.

Assumed Knowledge

There are no prerequisites for this course. However, this course is a prerequisite for some of your Diploma courses and consequently will affect your program progression. You will be permitted to undertake this course maximum two times.

1.2 Teaching Team

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

Name	Email
Maria Aneiros	maria.aneiros@staff.griffithcollege.edu.au

1.3 Meet with your teacher

Your teacher is available each week to meet outside of normal class times. This is called consultation. Times that your teacher will be available for consultation will be found on the Teacher's tile on your Course Site.

1.4 Timetable

Your timetable is available on the Griffith College Digital Campus at My Apps, Timetable.

1.5 Technical Specifications

All students must have access to a computer or suitable mobile device such as laptop or tablet (mobile phones are not suitable). In addition, up-to-date browser access, a reliable high-speed internet connection with enough upload and download capacity, a webcam and headset including microphone are needed.

2. Aims, Outcomes & Generic Skills

2.1 Course Aims

The course acts as a bridge between the students' previous experience in mathematics and further study in mathematics where previous experiences have not led to a basic consolidation of mathematical concepts. It introduces students to the mathematical way of thinking desirable for further studies in mathematics in various courses.



2.2 Learning Outcomes

After successfully completing this course you should be able to:

1. Solve simple mathematical problems in a clear and logical manner.
2. Understand basic mathematical knowledge in arithmetic, algebra, linear functions and equations, indices, logarithms and trigonometry.
Model simple situations mathematically.



2.3 Graduate Capabilities and Employability Skills

For further details on the Graduate Capabilities and Employability Skills please refer to the [Graduate Generic Skills and Abilities Policy](#)

Griffith College is committed to producing graduates who are able to demonstrate progress toward the development of a number of generic skills / capabilities that will allow them to successfully continue their studies at the tertiary level. This set of skills includes employability related skills that will ensure graduates are capable in the workplace of the future.

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

Graduate Capabilities and Employability Skills			Focus within this course
Interacting with People	Teamwork		
	Communication		✓
	Respect for Culture and Diversity		
Readiness for the Workplace	Problem Solving		✓
	Planning and Organisation		✓
	Creativity and Future Thinking		



3. Learning Resources

3.1 Required Learning Resources

All supporting material will be provided on Student Portal and through the online Maths Pathway platform used in the Core Maths Skills for DE course.

3.2 Recommended Learning Resources

There are no additional resources required for CME100 – Core Maths Skills for DE.

3.3 College Support Services and Learning Resources

Griffith College provides many facilities and support services to assist students in their studies. Links to information about 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.
- [Study Toolbox](#) – there is a dedicated website for this course on the Griffith College Digital Campus.
- [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 Academic Integrity online modules within the Academic and Professional Studies course.
- [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

Preparation and Participation in Learning

You need to prepare before attending your scheduled Learning Experience (In Class). Work through the Learning Content (Before Class) prepared by your teacher which is found on the course site. Make sure you complete the Learning Activities (After Class) set each week. 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 teacher's attention; respond to questions to test your knowledge and engage in discussion to help yourself and others learn.

Attendance

You are expected to actively engage in all learning experiences 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. 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.

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 the course site. The learning materials are arranged in Modules. In each Module you will find Learning Content (Before Class), Learning Experiences (In Class) and Learning Activities (After Class). **Learning Content (Before Class)** will be engaged with prior to the scheduled **Learning Experience (In Class)**. This will ensure you are prepared for the scheduled Learning Experience (In Class) by being aware of the content to be covered and therefore will be able to actively participate in the session. **Learning Activities (After Class)** are accessed after the scheduled session for purposes of review, consolidation of learning, and preparation for the Evidence of Learning Tasks (Assessments) in the course.

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

Self-Directed Learning

You will be expected to learn independently. This means you must organise and engage with the course Learning Content (Before Class) even when you are not specifically asked to do so by your teacher. The weekly guide (below) will be helpful to organise your learning. This involves revising the weekly Learning Content (Before Class) and completing the Learning Activities (After Class). It also means you will need to find additional information to evidence your learning beyond that given to you, and to construct your own response to a question or topic. 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%, students are engaged in their learning 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].






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 teacher evaluations via Griffith College's evaluation tool whenever these are available.



4. Weekly Guide: Learning Content, Learning Experiences and Learning Activities

The information below lays out how your learning will be organised throughout the trimester:

Learning Content (Before Class)	Learning Experiences (In Class)	Learning Activities (After Class)	Evidence of Learning (Assessment)	Learning Outcome
				
Number & Place Value	In-class worksheets	Maths Pathway Modules	Maths Pathway Tests	1, 2, 3
Patterns & Algebra	In-class worksheets	Maths Pathway Modules	Maths Pathway Tests	1, 2, 3
Linear & Non-linear equations	In-class worksheets	Maths Pathway Modules	Maths Pathway Tests	1, 2, 3
Fractions & Decimals	In-class worksheets	Maths Pathway Modules	Maths Pathway Tests	1, 2, 3
Trigonometry	In-class worksheets	Maths Pathway Modules	Maths Pathway Tests	1, 2, 3



5. Evidence of Learning (Assessment)

5.1 Evidence of Learning Summary

	Evidence of Learning (Assessment)	Weighting	Learning Outcome	Due Date
1	<p>Maths Pathway Diagnostic Tests</p> <p>All Students must complete four diagnostic tests as soon as possible.</p> <p>No calculators nor internet sites are allowed.</p>	N/A	1, 2, 3	Week 1 and Week 2
2	<p>Maths Pathway Modules</p> <p>Maths Pathway Test</p> <p>No calculators nor internet sites are allowed.</p>	N/A	1, 2, 3	Every week
3	<p>MID-TRIMESTER EXAM</p> <p>Moodle, closed book, face-to-face Test</p> <p>No calculators nor internet sites are allowed.</p>	N/A	1, 2, 3	Week 5
4	<p>FINAL-TRIMESTER EXAM</p> <p>Moodle, closed-book, face-to-face Test</p> <p>No calculators nor internet sites are allowed.</p>	N/A	1, 2, 3	Exam Week

5.2 Evidence of Learning Task Detail

Please note that web applications such as ChatGPT, Google Translate, Grammarly and Youdao (or equivalent services) are not permitted for assessment creation, translation, or extensive language assistance purposes. Wikipedia, and Baidu, Weibo and WeTalk are not permitted to be used.

1. Evidence of Learning Task 1: Maths Pathway Diagnostic Tests

Task Type: Exam

Due Week: Week 1 and Week 2

Weight: N/A

Task Description: All Students must complete four diagnostic tests as soon as possible. No calculators nor other internet sites are allowed. Please note that web applications such as ChatGPT, Google Translate, Grammarly and Youdao (or equivalent services) are not permitted for assessment creation, translation, or extensive language assistance purposes. Wikipedia, and Baidu, Weibo and WeTalk are not permitted to be used.

Criteria and Marking: N/A

Submission: Maths Pathway

2. Evidence of Learning Task 2: Maths Pathway Test

Task Type: Exam

Due Week: Weekly

Weight: N/A

Task Description: Exam on modules completed each week. No calculators nor other internet sites are allowed. Please note that web applications such as ChatGPT, Google Translate, Grammarly and Youdao (or equivalent services) are not permitted for assessment creation, translation, or extensive language assistance purposes. Wikipedia, and Baidu, Weibo and WeTalk are not permitted to be used.

Criteria and Marking: N/A

Submission: Maths Pathway

3. Evidence of Learning Task 3: Mid Trimester Exam

Task Type: Exam

Due Week: Week 5

Weight: N/A

Task Description: The mid-trimester exam for this course must be taken on-campus and face-to-face. No calculators nor other internet sites are allowed. All students must attempt this exam to pass the course. Please note that web applications such as ChatGPT, Google Translate, Grammarly and Youdao (or equivalent services) are not permitted for assessment creation, translation, or extensive language assistance purposes. Wikipedia, and Baidu, Weibo and WeTalk are not permitted to be used.

Criteria and Marking: N/A

Submission: Online exam

4. Evidence of Learning Task 4: Final Trimester Exam

Task Type: Exam

Due Week: Exam week

Weight: N/A

Task Description: The final exam for this course must be taken on-campus and face-to-face. To be eligible to sit the final exam, a student needs to meet all Maths Pathway levels hurdles as described in section 5.1. No calculators nor other internet sites are allowed. Please note that web applications such as ChatGPT, Google Translate, Grammarly and Youdao (or equivalent services) are not permitted for assessment creation, translation, or extensive language assistance purposes. Wikipedia, and Baidu, Weibo and WeTalk are not permitted to be used.

Criteria and Marking: N/A

Submission: Online exam

Students will be undertaking the Maths Pathway's program and will be required to achieve a mastery level on the prescribed Maths Pathway's modules and 70% or above in the Final-Trimester exam, with the mastery level being at least:

1. Level 8 in Number and Place Value.
2. Level 10A in Fractions and Decimals – Logarithms.
3. Level 9 in Patterns and Algebra.
4. Level 10 in Patterns and Algebra – Quadratic functions & equations.
5. Level 9 in Linear and Non-Linear relationships.
6. Level 10 in Linear and Non-Linear relationships – Quadratic functions & equations.
7. Level 9 in Pythagoras and Trigonometry.

To achieve that a students must master around 25 Maths Pathway modules per week, which is equivalent to 12-17 hours of study per week.

The mid-trimester exam and the final exam for this course must be taken on-campus and face-to-face.

This is applicable for students enrolled into the Engineering program. Students will be tested every week, in class, under the supervision of their teacher. The assessments will be composed of an online personalised test that is generated based upon the modules completed during that week.

All these must be done during class time and supervised by a teacher. Students are not allowed to use calculators nor any other internet sites other than Maths Pathways during their tests. Any module that is not mastered will be highlighted and retested in the following week's test.

To be eligible to sit the final exam, a student needs to meet all Maths Pathway levels hurdles as described above.

Requirements to pass this course

In order to pass this course, students must:

1. Meet the Maths Pathway Mastery Levels in all five strands as described above AND
2. Attempt the mid-trimester exam AND
3. Obtain at least 70% in the final exam

If a student meets all Maths Pathway levels hurdles by the end of week 1, they will be asked to do a final exam in week 2 and provided they meet the requirements to pass this course will receive a credit.

5.3 Late Submission

An Evidence of Learning Task submitted after the due date, without an approved extension from the teacher, will be penalised. The standard penalty is the reduction of the mark allocated to the Evidence of Learning Task by 5% of the maximum mark applicable for the Evidence of Learning Task, for each calendar day that the task is late. Evidence of learning tasks submitted more than seven calendar 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 task, 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 Evidence of Learning Tasks.

Return of Evidence of Learning Tasks

1. Marks awarded for in-trimester evidence of learning tasks, except those being moderated externally with Griffith University, will be available on the course site within fourteen [14] days of the due date. This does not apply to the final evidence of learning task in this course (marks for this task will be provided with the final course result).
2. Students will be advised of their final grade through the Digital Campus. 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 tasks including the final exam (if applicable) will be recorded in the Course Site and made available to students through the Course Site.

The sum of your marks of evidence of learning tasks 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 Evidence of Learning Tasks-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 teachers 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 Evidence of Learning Tasks – 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 Evidence of Learning Tasks 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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Note: Griffith College acknowledges content derived from Griffith University in Diploma level courses, as applicable.