



COURSE OUTLINE

ICT351 ICT Professional Practice

Course Coordinator: Jacqueline Blake (jblake@usc.edu.au) **School:** School of Science, Technology and Engineering

2022 | Semester 1

USC Sunshine Coast
USC Moreton Bay

**BLENDED
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

Online

ONLINE

You can do this course without coming onto campus.

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

An important aspect of professional practice is the ability to engage ethically and professionally with both clients and employers. This course is structured to assist you in your future role as an Information and Communication Technology professional. The course covers a range of knowledge areas as you are exposed to ethics, computer-related laws, employment/contracting, systems reliability, privacy and the regulation of cyberspace. The course is delivered in an interactive workshop format designed to cover knowledge areas both theoretically and practically.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
BLENDED LEARNING			
Tutorial/Workshop 1 – Interactive workshop format designed to cover knowledge areas both theoretically and practically.	3hrs	Week 1	13 times
ONLINE			
Tutorial/Workshop 1 – Interactive workshop format designed to cover knowledge areas both theoretically and practically.	3hrs	Week 1	13 times

1.3. Course Topics

- Ethics
- Corporate social responsibility
- Diversity and inclusion
- Jurisdiction and governance
- Computer law and IP
- Diversity
- Decision support and expert systems
- Software Quality
- Employability in the information technology industry

2. What level is this course?

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Association to Advance Collegiate Schools of Business
1 Research and describe the legal frameworks, regulations and related contracts for ICT in Australia.	Knowledgeable Ethical	PC1.1 - Written Communication PC1.2 - Oral Communication
2 Identify and discuss issues related to privacy, diversity, sustainability, being inclusive and regulation of cyberspace	Knowledgeable Ethical Sustainability-focussed	PC4 - Community Consciousness PC4.1 - Social Responsibility and Sustainability PC5 - Cultural Awareness PC5.1 - Diversity
3 Describe and effectively communicate the ethical requirements of being an ICT professional.	Ethical Engaged	PC6 - Career-ready
4 Work interdependently as a part of a team, collaborating in a manner that effectively leads to the accomplishment of required activities.	Engaged	PC6.1 - Self-management

5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

ICT221 or ICT220 or ICT211

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

6.2. Details of early feedback on progress

Formative feedback provided in weekly workshop exercises and in class discussions.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Report	Individual	30%	1,500 words	Week 6	Online Assignment Submission with plagiarism check
All	2	Examination	Individual	40%	Two hours	Week 10	Online Assignment Submission with plagiarism check
All	3	Oral	Group	30%	5 min per team member	Week 13	In Class

All - Assessment Task 1: Ethics Report

GOAL:	To demonstrate understanding of ethical and sustainability frameworks and diverse stakeholders in an ICT context.	
PRODUCT:	Report	
FORMAT:	This is an individual assessment. You are required to evaluate and interpret a business case study and produce a report reflecting your understanding of ethical and sustainability frameworks and diverse stakeholders in an ICT context. Further details are provided in the assessment area in Canvas	
CRITERIA:	No.	Learning Outcome assessed
	1	Research and description of the legal frameworks, regulations and related contracts for ICT in Australia. 1
	2	Identification of issues, and determination of those that are classed as being ethical 3
	3	Application of knowledge of sustainability frameworks, theories and concepts and responsibilities in an ICT context. 2
	4	Application of knowledge of ethical frameworks, theories and concepts and responsibilities in an ICT context. 1
	5	Appreciation of the need to take on board diverse stakeholder interests in an ICT decision making context. 3
	6	Application of knowledge of the relevant legislation/standards/codes of conduct /universal principles associated with social responsibility, ethical conduct and sustainable practice in an ICT context. 1

All - Assessment Task 2: Examination

GOAL:	To assess your understanding of key ICT knowledge areas as covered in the course including ethics, computer-related laws, importance of diversity and inclusivity in the workplace, systems reliability, privacy and the regulation of cyberspace.	
PRODUCT:	Examination	
FORMAT:	An examination will be held in week 10. This two hour examination will consist of short answer questions to test understanding and application of concepts. This is an individual assessment. Further details are provided in the assessment area in Canvas	
CRITERIA:	No.	Learning Outcome assessed
	1	Awareness, appreciation and respect for cultural and other forms of diversity in an ICT context and values the need for inclusivity. 2
	2	Appreciation of the need to know how to interact and negotiate effectively with a diverse range of stakeholders in an ICT context. 1 2 3
	3	Appreciation of indigenous knowledge and implications for conducting business with indigenous Australians 2 3
	4	Demonstrated ICT knowledge areas and application of suitable frameworks for ethical, responsible and professional conduct. 1 2
	5	Critical reflection on ICT professional content and cultural awareness issues in ICT. 3

All - Assessment Task 3: Presentation

GOAL:	To demonstrate effective collaboration and team work showing advanced understanding and analysis of a recent Australian ICT ethical case study	
PRODUCT:	Oral	
FORMAT:	<p>This is a group assessment. In a group of 3-5 you will prepare and present on a topic relevant to the course content. The topic is to be determined by the group in consultation with the course coordinator. Each group is to present for 5 minutes per member of the team to an audience that will comprise of some or all of the following: Course Coordinator, a Management lecturer, ICT lecturers and other students.</p> <p>This task is being used for measuring assurance of learning towards Association to Advance Collegiate Schools of Business (AACSB) accreditation. The following Program Learning Objectives will be assessed: Program Learning Objective 2.1 - Demonstrate an understanding of strategies for effectively leading and working in teams in a business context.</p>	
CRITERIA:	No.	Learning Outcome assessed
	1	Demonstrate knowledge and application of effective group processes including managing and resolving conflict 4
	2	Show effective interpersonal skills when engaging with team members. 4
	3	Recognise and capitalise on the skills of group members. 4
	4	Recognise and respect diversity of values and experience of group members 4
	5	Contribute equally to group tasks 4
	6	Describe and communicate an understanding of the topic under review. 1

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

7.1. Schedule

PERIOD AND TOPIC	ACTIVITIES
Module 1 to Module 13: ICT Professional Practice Weeks 1 to 13	An interactive workshop for 3 hours.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	EDITION	PUBLISHER
Required	Donald McDermid	2011	Ethics in ICT: An Australian Perspective	1st	Pearson Higher Education AU

8.2. Specific requirements

Not applicable

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

10.2. Assessment: Additional Requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. SafeUSC

USC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUSC team by phone [07 5456 3864](tel:0754563864) or email safe@usc.edu.au.

The SafeUSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email studentwellbeing@usc.edu.au.

10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.9. Student Charter

USC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

10.10. General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manly and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au

