

Course outline

Code: ICT351

Title: ICT Professional Practice

Faculty of Arts, Business and Law

USC Business School

Teaching Session: Semester 2

Year: 2018

Course Coordinator: **Associate Professor Don Kerr**

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Consultation times: As advised on Blackboard

1. What is this course about?

1.1 Course 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 Course content

- The study of ethics
- Australian Legal framework
- Privacy
- Regulation of Cyberspace
- Computer Law and Computer crimes
- System reliability and related issues
- Contracting issues
- Intellectual Property Issues
- Employment issues
- Audit and Governance
- Computers and Society Professional Ethics
- Communications and team dynamics

2. Unit value

12 units

3. How does this course contribute to my learning?

Specific Learning Outcomes	Assessment Tasks	Graduate Qualities
On successful completion of this course you should be able to:	You will be assessed on the learning outcome in task/s:	Completing these tasks successfully will contribute to you becoming:
Research and describe the legal frameworks, regulations and related contracts for ICT in Australia	1, 2 and 3	Knowledgeable.
Identify and discuss issues related to privacy, regulation of Cyberspace and system reliability	1 and 2	Knowledgeable.
Identify and analyse intellectual property issues	3	Knowledgeable.
Describe and effectively communicate the ethical requirements of being an ICT professional	3	Ethical.
Work interdependently as a part of a team, collaborating in a manner that effectively leads to the accomplishment of required activities.	3	Engaged.

4. Am I eligible to enrol in this course?

Refer to the *Coursework Programs and Awards - Academic Policy* for definitions of “pre-requisites, co-requisites and anti-requisites”

4.1 Enrolment restrictions

Nil

4.2 Pre-requisites

ICT221 or ICT220 or ICT211

4.3 Co-requisites

Nil

4.4 Anti-requisites

Nil

4.5 Specific assumed prior knowledge and skills

N/A

5. How am I going to be assessed?

5.1 Grading scale

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

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5.2 Assessment tasks

Task No.	Assessment Tasks	Individual or Group	Weighting %	What is the duration / length?	When should I submit?	Where should I submit it?
1	Ethics Report	Individual	20%	1500 words	Week 5, Tuesday, 4:00pm AEST	SafeAssign
2	Final Report	Individual	50%	2500 words	Week 10, Tuesday, 4:00pm AEST	SafeAssign
3	Presentation	Group	30%	25 minutes	Week 13	In lecture
			100%			

Guest Lecturers are available for the ACS and the Innovation Centre as well as personal contacts from the Course Coordinator.

Assessment Task 1: Ethics Report

Goal:	For you to demonstrate your understanding of the Doing Ethics Technique. You will prepare a report on ethical issue(s) from a case study. Formative feedback will be provided to you.
Product:	Report
Format:	This is an individual assessment. 1500 words. You are required to submit the assessment in Week 5 electronically through SafeAssign.
Criteria	<ul style="list-style-type: none"> Research and describe the legal frameworks, regulations and related contracts for ICT in Australia. Identification of issues, and determination of those that are classed as being ethical.
Generic skill assessed	Skill assessment level
Problem solving	Graduate
Communication	Developing

Assessment Task 2: Final Report

Goal:	For you to demonstrate understanding of the different methods of an ethical analysis of a case study. This report is an extension of the Assessment Task 1 in which the Doing Ethics Technique is compared with other approaches. You are to use the feedback from Assignment 1 to analyse another case and compare and contrast against other methods of analysis.
Product:	Report
Format:	This is an individual assessment. 2500 words. You are required to submit the assessment in Week 10 electronically through SafeAssign.
Criteria	<ul style="list-style-type: none"> Demonstration of the use of differing approaches to determining and analysing ethical issues. Ability to determine possible resolutions to ethical dilemmas.
Generic skill assessed	Skill assessment level
Communication	Developing
Problem solving	Graduate

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Assessment Task 3: Presentation

Goal:	For you to demonstrate your ability to present a report orally. This task is a group presentation on a topic relevant to the course content. The topic is to be determined by the group in consultation with the course coordinator. You are to form groups of 3 – 5 in their allocated tutorial. The team presentation will take the form of a PowerPoint presentation with all students to contribute to and speak in the presentation on the day. The presentation will be conducted as a team with grades assigned on an individual basis. Each student is to provide a brief written summary to the tutor demonstrating their roles within the team in terms of organising the presentation, managing discussions, and preparation of the final presentation.	
Product:	Oral presentation	
Format:	This is a group assessment. Each group is to present for 25 minutes to an audience that will comprise of some or all of the following: Course Coordinator, a Management lecturer, ICT lecturers and other students.	
Criteria	<ul style="list-style-type: none"> • Topic assessment (comprehensive, well-rounded). • Effective presentation of topic of the report (lucid, timely, professional, engaging). • Addressing of audience questions (thorough, demonstrates understanding of the theory and report content, justified recommendations). • Communication skills (clarity of voice, eye contact, presentation aids). • Teamwork (organisation, management of discussions, preparation of the final presentation). 	
Generic skill assessed	Skill assessment level	
Communication	Graduate	
Collaboration	Graduate	

5.3 Additional assessment requirements**Plagiarism**

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

Eligibility for Supplementary Assessment

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

- a) The final mark is in the percentage range 47% to 49.4%
- b) The course is graded using the Standard Grading scale
- c) You have not failed an assessment task in the course due to academic misconduct

5.4 Submission penalties

Late submission of assessment tasks will 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.

6. How is the course offered?

6.1 Directed study hours

On campus Workshop: 3 hours

Please refer to the Course Activities table for further details.

6.2 Teaching semester/session(s) offered

Semester 2

6.3 Course activities

Teaching Week / Module	What key concepts/content will I learn?	What activities will I engage in to learn the concepts/content?	
		Directed Study Activities	Independent Study Activities
1	How the course works (1 hour) The study of ethics (1 hour) Australian Legal framework (1 hour)	Workshop and class discussions	Chapters 1, 2 and 3
2	Privacy (3 hours)	Workshop and class discussions	Chapter 4
3	Regulation of Cyberspace (3 hours)	Workshop and class discussions	Chapter 5
4	Computer Law and Computer crimes (3 hours)	Workshop and class discussions	Chapters 6 and 8
5	System reliability and related issues (3 hours)	Workshop and class discussions	Chapter 7
6	Contracting issues, computers and Society, Employment issues	Workshop and class discussions	Chapters 8,10 and 11
7	Intellectual Property Issues, Employment issues	Workshop and class discussions	Chapters 8 and 9
8	Audit and Governance	Case studies and guest lecturers	Chapter 10 and class handouts
9	Professional Ethics	Case studies and guest lecturers	PowerPoint slides, readings and class handouts
Mid Semester Break			
10	Understanding self and others Myers Briggs	Workshop and group work	PowerPoint slides, readings and class handouts
11	Leading a project team	Workshop and group work	PowerPoint slides, readings and class handouts
12	Communications and team dynamics	Workshop and group work	PowerPoint slides, readings and class handouts
13	Team presentations	Lecture theatre for group presentations	PowerPoint slides and class handouts

Please note that the course activities may be subject to variation.

***Public Holiday(s)**

Queen's Birthday - Monday 1st Oct 2018 (Week 10)

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

7.1 Prescribed text(s)

Please note that you need to have regular access to the resource(s) listed below:

Author	Year	Title	Publisher
McDermid, D	2008	<i>Ethics in ICT: An Australian Perspective</i>	Pearson Prentice Hall, Frenchs Forest, New South Wales

7.2 Required and recommended readings

Lists of required and recommended readings may be found for this course on its Blackboard site. These materials/readings will assist you in preparing for tutorials and assignments, and will provide further information regarding particular aspects of your course.

7.3 Specific requirements

N/A

7.4 Risk management

Health and safety risks have been assessed as low. It is your responsibility to research and understand risks of specific courses and to review the USC's health and safety principles by viewing the online induction training for students.

8. How can I obtain help with my studies?

In the first instance you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Peer Advisors and Academic Skills Advisors. You can drop in or book an appointment. To book: Tel: +61 7 5430 2890 or Email: studentcentral@usc.edu.au

9. Links to relevant University policies 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

<http://www.usc.edu.au/university/governance-and-executive/policies-and-procedures#academic-learning-and-teaching>

10. General enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **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 Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au