

## Course Outline

**Code: TPP102**

**Title: Digital Futures**

**School:** Tertiary Access  
**Teaching Session:** Semester 1, Semester 2  
**Year:** 2019  
**Course Coordinator:** Sandra Elsom, Associate Lecturer email: selsom@usc.edu.au  
**Course Moderator:** Dericka Frost, Associate Lecturer email dfrost@usc.edu.au

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

This course will cover Information and Communication Technology (ICT) competencies used in professional and academic applications. It will begin with a self-assessment of your needs and then allow you to develop expertise in the ICT tools most applicable to you and your academic and career goals. This course will use a combination of guided in-class instruction and online resources to help you gain expertise in software use. The assessment for this course will be negotiated and you will produce an exit portfolio demonstrating your new ICT skills.

#### 1.2 Field trips, WIL placements or activities required by professional accreditation

Activity	Details
Nil	Nil

### 2. What level is this course?

100 level Introductory - Discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Normally associated with the first full-time 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?

<b>Specific Learning Outcomes</b> On successful completion of this course, you should be able to:	<b>Assessment tasks</b> You will be assessed on the learning outcomes in task/s:	<b>Graduate Qualities or Professional Standards mapping</b> Completing these tasks successfully will contribute to:
Plan personalised ICT learning goals related to your study area of choice.	1 ICT learning plan	Empowered.
Develop and demonstrate foundational ICT skills and competencies required in a study area of choice.	2 ICT learning journal	Creative and critical thinkers.
Create an ICT training module for your choice of audience.	3 ICT portfolio and training module	Engaged.
Demonstrate technical communication skills to transmit information and skills to others.	1 ICT learning plan 2 ICT learning journal 3 ICT portfolio and training module	Engaged.

#### 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 Enrolment restrictions

Enrolled in programs TP000 or XE001

##### 5.2 Pre-requisites

Nil

##### 5.3 Co-requisites

Nil

##### 5.4 Anti-requisites

Nil

##### 5.5 Specific assumed prior knowledge and skills (where applicable)

None

#### 6. How am I going to be assessed?

##### 6.1 Grading scale

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

##### 6.2 Details of early feedback on progress

You will work with your tutor in weeks 1 -3 to negotiate the optional software and skills that you will learn during this course. Formative feedback will be given at this time.

### 6.3 Assessment tasks

Task No.	Assessment Product	Individual or Group	Weighting %	What is the duration / length?	When should I submit?	Where should I submit it?
1	Plan	Individual	15	500 words	Week 3	Online Assignment Submission with Plagiarism check
2	Journal	Individual	0 40	Journal entries equivalent to 2000 words	Week 5 & Week 9	PebblePad Submission
3	Portfolio	Individual	45	Portfolio as negotiated in task 1, plus training module equivalent to 1000 words or 10 minutes	Week 13	PebblePad Submission
			100%			

#### Assessment 1: ICT Learning Plan

<b>Goal:</b>	This task is designed for you to familiarise yourself with the ICT you will be using at university and in your future career and to develop a personalised ICT learning plan. You will consider your aspirations and academic goals and then decide on two programs in which you would like to become proficient or improve your skills.
<b>Product:</b>	Plan
<b>Format:</b>	The learning plan details are available on Bb. The learning plan will be negotiated and approved by your Lecturer and include at least two different software applications. Software suggestions are found on Blackboard.
<b>Criteria:</b>	Use of Microsoft Word; Organisation; Communication

#### Assessment Task 2: ICT Learning Journal

<b>Goal:</b>	This assessment will require you to track and provide evidence of your learning as planned in Task 1.
<b>Product:</b>	Journal
<b>Format:</b>	For each software you have identified, you will create a portfolio of learning that includes an overview of the training completed each week, your reflections on the process and evidence of completing practice exercises or of your progress towards your negotiated outcomes. The journal entries will cover weeks 4-8 inclusive (total of five journal entries.) Your week 4 journal entry will be submitted at the end of week 5 for formative feedback. You will submit journal entries in your portfolio for weeks 5-8 at the end of Week 9.
<b>Criteria:</b>	Demonstration of ICT skill and competencies; communication; organisation;

#### Assessment Task 3: ICT Portfolio and Training Module

<b>Goal:</b>	Docendo discimus ("by teaching, we learn") – Latin proverb The purpose of this task is to apply your ICT learning to create a product that teaches someone else how to use a new ICT application, skill or function. This task will allow you to share what you have learned, and you will create your own training module as evidence of this learning.
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<b>Product:</b>	Portfolio
<b>Format:</b>	<p>You will submit the final portfolio negotiated in task one and recorded in task two. You will also submit a training module to teach your classmates one or more of the skills you have developed in your independent studies.</p> <p>Possible products may include: a video, presentation, tip sheet or in-class lesson. You may present your training module to the class in week 13.</p> <p>The module can be in any appropriate format but must clearly outline the purpose or learning goal of the ICT application, a clear explanation of the use of the ICT application and next steps for someone who may want to pursue further learning.</p> <p>Written submissions should be approximately equal to 1000 words; non-written submissions should run for approximately 10 minutes.</p>
<b>Criteria:</b>	Organisation, Communication, Feedback, ICT Skills and competencies

## 7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. 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.

<b>Location:</b>	<b>Directed study hours for location:</b>
USC Fraser Coast	1 x hour lecture for 11 weeks 1 x 2 hour workshops in a computer lab weekly for 13 weeks 2 drop in sessions (optional)
USC Sippy Downs	1 x hour lecture for 11 weeks 1 x 2 hour workshops in a computer lab weekly for 13 weeks 2 drop in sessions (optional)
USC Gympie	1 x hour lecture for 11 weeks 1 x 2 hour workshops in a computer lab weekly for 13 weeks 2 drop in sessions (optional)
USC Caboolture	1 x hour lecture for 11 weeks 1 x 2 hour workshops in a computer lab weekly for 13 weeks 2 drop in sessions (optional)

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

Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard 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 as they are required:

<b>Author</b>	<b>Year</b>	<b>Title</b>	<b>Publisher</b>
Nil	Nil	Nil	Nil

### 8.2 Specific requirements

We will be working in computer labs, but you are welcome to bring your own laptops and work on them if you prefer.

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low.

It is your responsibility as a student 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. It is also your responsibility to familiarise yourself with the University's general health and safety principles by reviewing the [online Health Safety and Wellbeing training module 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 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.

### 10.2 Assessment: Additional requirements

#### 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

### 10.3 Assessment: 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 and supply the required documentation to negotiate an outcome.

#### 10.4 Study help

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to [Student Hub](#).

Contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)

#### 10.5 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:

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

#### 10.6 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](mailto:studentcentral@usc.edu.au)