



## COURSE OUTLINE

# TPP102 ICT for Academic and Professional Applications

**Course Coordinator:** Sandra Elsom (selsom@usc.edu.au) **School:** School of Education and Tertiary Access

2021 | Semester 2

USC Sunshine Coast  
USC Moreton Bay  
USC Caboolture  
USC Fraser Coast  
USC Gympie

**ON CAMPUS**

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

This course is designed to teach fundamental skills in ICT and develop your confidence in ICT usage to prepare you for lifelong learning. It begins with a self-assessment of your needs which you will use 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 instruction and online resources to help you gain expertise in software

use. Negotiated assessment makes this course suitable for all levels of ICT learners.

### 1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
<b>ON CAMPUS</b>			
<b>Tutorial/Workshop 1</b>	2hrs	Week 1	13 times
<b>Lecture</b>	1hr	Week 1	13 times
<b>ONLINE 1</b>			
<b>Tutorial/Workshop 1 – Online</b>	2hrs	Week 1	13 times

### 1.3. Course Topics

Accessing and using ICT systems at USC

Accessing and using a variety of ICT packages relevant to your undergraduate studies and career

Developing independent learning skills

Presentation skills

Ethics in ICT

Data visualisation

Accessibility and inclusion in ICT

IT Security

## 2. What level is this course?

100 Level (Introductory)

Engaging with discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Limited or no prerequisites. Normally, associated with the first 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
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Plan personalised ICT learning goals related to your study area of choice.	Empowered
2	Develop and demonstrate foundational ICT skills and competencies required in a study area of choice.	Creative and critical thinker
3	Create an ICT portfolio and presentation video for your choice of audience.	Engaged
4	Demonstrate technical communication skills to transmit information and skills to others.	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. Pre-requisites

Must be enrolled in Program TP000

### 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

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

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	Plan	Individual	10%	500 words	Week 3	Online Assignment Submission with plagiarism check
All	2	Journal	Individual	45%	Journal entries equivalent to 2000 words	Refer to Format	Online ePortfolio Submission
All	3	Portfolio	Individual	45%	10 minute video + portfolio	Week 13	Online ePortfolio Submission

All - Assessment Task 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 Blackboard. The learning plan will be negotiated and approved by your Lecturer . Software suggestions are found on Blackboard.	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	1 Use of Microsoft Word; Organisation; Communication	1 4

All - 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 the software you have identified, you will create five journal entries, each one covering one week of learning. Each journal entry will include 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. Your first journal entry will be submitted at the end of week 5 for formative feedback. You will submit the remainder of your journal entries at the end of week 9.	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	1 Demonstration of ICT skill and competencies; communication; organisation;	2 4

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

<b>GOAL:</b>	Docendo discimus (&quot;by teaching, we learn&quot;)- Latin proverb The purpose of this task is to apply your ICT learning to create a product that demonstrates your learning across the semester. Your video can: <ul style="list-style-type: none"><li>• teach someone else how to use a new ICT application, skill or function;</li><li>• showcase something you created over the semester, explaining how you created it;</li></ul> OR <ul style="list-style-type: none"><li>• evaluate the software you learned throughout the semester.</li></ul> This task will allow you to share your new knowledge and skills with your classmates.				
<b>PRODUCT:</b>	Portfolio				
<b>FORMAT:</b>	You will submit a 10-minute video demonstrating one or more of the skills you have developed in your independent studies. You will present your video to the class in week 13. Along with the video, you will submit a document explaining how you created your video and the design decisions that you made. The video & supporting material will be presented in your PebblePad portfolio along with tasks 1 & 2. The final portfolio should showcase your engagement with a range of ICT packages that you have explored throughout the semester.				
<b>CRITERIA:</b>	<table border="1"><thead><tr><th>No.</th><th>Learning Outcome assessed</th></tr></thead><tbody><tr><td>1</td><td>Organisation, Communication, Feedback, ICT Skills and competencies <b>2 3 4</b></td></tr></tbody></table>	No.	Learning Outcome assessed	1	Organisation, Communication, Feedback, ICT Skills and competencies <b>2 3 4</b>
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1	Organisation, Communication, Feedback, ICT Skills and competencies <b>2 3 4</b>				

## 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.

## 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 Blackboard site– Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

### 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 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 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:

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

## 10.5. 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](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

## 10.6. 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](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

## 10.7. 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>

## 10.8. 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 Manley and Tallon Street, Caboolture

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)