

# ICT351 ICT Professional Practice

**School:** School of Science, Technology and Engineering

2024 | Semester 1

UniSC Sunshine Coast  
UniSC 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 [usc.edu.au](http://usc.edu.au) 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
<b>BLENDED LEARNING</b>			
<b>Tutorial/Workshop 1</b> – Interactive workshop format designed to cover knowledge areas both theoretically and practically.	2hrs	Week 1	13 times
<b>Learning materials</b> – You are required to engage and interact with asynchronous materials and activities accessed through Learning Management System Modules, course reading materials and any texts.	1hr	Week 1	13 times
<b>ONLINE</b>			
<b>Tutorial/Workshop 1</b> – Interactive workshop format designed to cover knowledge areas both theoretically and practically.	2hrs	Week 1	13 times
<b>Learning materials</b> – You are required to engage and interact with asynchronous materials and activities accessed through Learning Management System Modules, course reading materials and any texts.	1hr	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, PC1.2
2 Identify and discuss issues related to privacy, diversity, sustainability, being inclusive and regulation of cyberspace	Knowledgeable Ethical Sustainability-focussed	PC4, PC4.1, PC5, PC5.1
3 Describe and effectively communicate the ethical requirements of being an ICT professional.	Ethical Engaged	PC6
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

\* Competencies by Professional Body

CODE	COMPETENCY
ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS	
PC1.1	Written Communication
PC1.2	Oral Communication
PC4	Community Consciousness
PC4.1	Social Responsibility and Sustainability
PC5	Cultural Awareness

CODE	COMPETENCY
PC5.1	Diversity
PC6	Career-ready
PC6.1	Self-management

## 5. Am I eligible to enrol in this course?

Refer to the [UniSC 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 - not Centrally Scheduled	Individual	40%	Two hours	Week 10	Online Submission
All	3	Oral	Group	30%	5 min per team member	Week 13	In Class

#### All - Assessment Task 1: Ethics Report

<b>GOAL:</b>	To demonstrate understanding of ethical and sustainability frameworks and diverse stakeholders in an ICT context.
<b>PRODUCT:</b>	Report
<b>FORMAT:</b>	This is an individual assessment. You are required to evaluate and interpret a business case study and produce a report. 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. <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">1</span>
	2	Identification of issues, and determination of those that are classed as being ethical <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">3</span>
	3	Application of knowledge of sustainability frameworks, theories and concepts and responsibilities in an ICT context. <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">2</span>
	4	Application of knowledge of ethical frameworks, theories and concepts and responsibilities in an ICT context. <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">1</span>
	5	Appreciation of the need to take on board diverse stakeholder interests in an ICT decision making context. <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">3</span>
	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. <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">1</span>

#### All - Assessment Task 2: Examination

<b>GOAL:</b>	To assess your understanding of key ICT knowledge areas as covered in the course.	
<b>PRODUCT:</b>	Examination - not Centrally Scheduled	
<b>FORMAT:</b>	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. <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">2</span>
	2	Appreciation of the need to know how to interact and negotiate effectively with a diverse range of stakeholders in an ICT context. <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">1</span> <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">2</span> <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">3</span>
	3	Appreciation of indigenous knowledge and implications for conducting business with indigenous Australians <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">2</span> <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">3</span>
	4	Demonstrated ICT knowledge areas and application of suitable frameworks for ethical, responsible and professional conduct. <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">1</span> <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">2</span>
	5	Critical reflection on ICT professional content and cultural awareness issues in ICT. <span style="background-color: #ADD8E6; border-radius: 50%; padding: 2px;">3</span>

#### All - Assessment Task 3: Presentation

<b>GOAL:</b>	To demonstrate effective collaboration and team work showing advanced understanding and analysis of a recent Australian ICT ethical case study	
<b>PRODUCT:</b>	Oral	
<b>FORMAT:</b>	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.	

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. 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 2 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

There are no required/recommended resources for this course.

### 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. SafeUniSC

UniSC 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 SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email [safe@usc.edu.au](mailto:safe@usc.edu.au).

The SafeUniSC 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](mailto: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](mailto: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](mailto: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](mailto: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
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

## 10.9. Student Charter

UniSC 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:

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