

# TPP102 ICT for Academic and Professional Applications

**School:** School of Education and Tertiary Access

2024 | Semester 2

UniSC Sunshine Coast

UniSC Moreton Bay

UniSC Caboolture

UniSC Fraser Coast

**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

This course is about using information communication technology (ICT), and also about learning. It is designed to teach fundamental skills in ICT, help you understand your individual learning preferences, and develop skills and confidence for lifelong learning. It begins with a self-assessment of your needs and the negotiation of a personalised learning plan. We use a combination of guided instruction and online resources to help you gain expertise in software use. This course is suitable for all levels of ICT learners.

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

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
<b>BLENDED LEARNING</b>			
<b>Tutorial/Workshop 1</b> – Student-led in class activities	2hrs	Week 1	13 times
<b>Learning materials</b> – Broader theory and concepts delivered in video format.	1hr	Not applicable	13 times
<b>ONLINE</b>			
<b>Tutorial/Workshop 1</b> – Online	2hrs	Week 1	13 times
<b>Learning materials</b> – Broader theory and concepts delivered in video format.	1hr	Week 1	13 times

### 1.3. Course Topics

- Accessing and using ICT systems at UniSC
- Accessing and using a variety of ICT packages relevant to your undergraduate studies and career
- Artificial Intelligence
- Presentation skills
- Ethics in ICT
- Data visualisation
- Accessibility and inclusion in ICT
- IT Security
- Learning strategies
- Time & task management
- Independent learning skills

## 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, work or life	Empowered
2 Develop and demonstrate foundational ICT skills and competencies required in a study area of choice.	Empowered
3 Demonstrate technical communication skills to transmit information and skills to others.	Empowered
4 Create an ICT portfolio and presentation for your choice of audience.	Creative and critical thinker

## 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

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

### 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	Week 9	Online ePortfolio Submission
All	3	Portfolio	Individual	45%	10 minute presentation + 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 that will be of use to you at university, in your future career or in your personal life, and to develop a personalised ICT learning plan. You will consider your aspirations and goals, decide on two programs in which you would like to become proficient or improve your skills and create a plan to learn them independently.							
<b>PRODUCT:</b>	Plan							
<b>FORMAT:</b>	The learning plan details are available in Canvas. The learning plan will be negotiated with and approved by your Lecturer . Software suggestions will be provided.							
<b>CRITERIA:</b>	<table border="1"> <thead> <tr> <th>No.</th> <th>Learning Outcome assessed</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Use of Microsoft Word; Organisation; Communication</td> </tr> </tbody> </table>	No.	Learning Outcome assessed	1	Use of Microsoft Word; Organisation; Communication	<table border="1"> <thead> <tr> <th>Learning Outcome assessed</th> </tr> </thead> <tbody> <tr> <td>1 3</td> </tr> </tbody> </table>	Learning Outcome assessed	1 3
No.	Learning Outcome assessed							
1	Use of Microsoft Word; Organisation; Communication							
Learning Outcome assessed								
1 3								

#### 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 journal entries. Each journal entry will include a description of the training completed each week, your reflections on the process and evidence of completing practice exercises or of your progress as detailed in your plan. Your first journal entry will be submitted in week 6 for formative feedback. You will submit the remainder of your journal entries at the end of week 9.							
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### All - Assessment Task 3: ICT Portfolio including video

<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 presentation can: • teach someone else how to use a new ICT application, skill or function OR showcase something you created over the semester, explaining how you created it; OR showcase yourself and your learning in the form of a &quot;Who are you and what do you do?&quot; presentation as demonstrated in class. 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 presentation using PowerPoint, or another presentation tool of your choice, demonstrating one or more of the skills you have developed in your independent studies. You will present to the class in week 13. You will also submit a Word document to the specifications in the task sheet, explaining your design decisions, and including your reflections. The presentation & supporting material will be presented in your PebblePad portfolio along with tasks 1 & 2. The final portfolio should showcase your engagement with ICT packages that you have explored throughout the semester.	
<b>CRITERIA:</b>	<b>No.</b>	<b>Learning Outcome assessed</b>
	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. 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 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

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 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)