COURSE OUTLINE

UCC102 ICT for Academic and Professional Applications

School: School of Education and Tertiary Access

2026 | Trimester 2

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, unless your program has specified a mandatory onsite requirement.

Please go to unisc.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
BLENDED LEARNING			
Tutorial/Workshop 1 – Hands on ICT learning & class discussion.	2hrs	Week 1	12 times
Learning materials – Concepts, theories, ideas and practices related to ICT use.	1hr	Week 1	12 times
ONLINE			
Tutorial/Workshop 1 – Online	2hrs	Week 1	12 times
Learning materials – Concepts, theories, ideas and practices related to ICT use.	1hr	Week 1	12 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
- Presentation skills
- Ethics in ICT
- Artificial intelligence
- 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 On successful completion of this course, you should be able to...		GRADUATE QUALITIES Completing these tasks successfully will contribute to you becoming...
1	Plan personalised ICT learning goals related to your study, work or life.	Empowered
2	Demonstrate technical communication skills to transmit information and skills to others.	Engaged
3	Create an ICT portfolio and presentation video for your choice of audience.	Engaged
4	Reflect upon your learning and draw conclusions about your learning needs, styles and preferences	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

Enrolled in programs, UC101, UC102, UC103 or UC104

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. Specific assumed prior knowledge and skills (where applicable)

None

5.5. Microcredential Information

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 video presentation + portfolio	Week 12	Online ePortfolio Submission

All - Assessment Task 1: ICT Learning Plan

GOAL:	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.
PRODUCT:	Plan
AUTHORSHIP STATEMENT:	
FORMAT:	The learning plan details are available in Canvas. The learning plan will be negotiated and approved by your Lecturer and include two different software applications. Software suggestions will be provided.
CRITERIA:	**No.** — **Learning Outcome assessed** 1 Planning personalised ICT learning goals — 1 2 Demonstrate skills in Microsoft Word — 2
GENERIC SKILLS:	Communication, Organisation, Applying technologies

All - Assessment Task 2: ICT Learning Journal

GOAL:	This assessment will require you to track and provide evidence of your learning as planned in Task 1.
PRODUCT:	Journal
AUTHORSHIP STATEMENT:	
FORMAT:	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. To meet the university's assessment-integrity policy, Task 2 will include a short verification process. Students will need to check in with their tutor at least twice while working on Task 2. These check-ins can happen in the classroom or online with the camera on. During these conversations, you will discuss your progress, any challenges, and show draft work. This ensures we are talking with the person completing the task, can see your work developing over time, and can verify that the submission is genuine.
CRITERIA:	**No.** **Learning Outcome assessed** 1 Demonstrate technical communication skills 2 2 Reflect on your learning 4
GENERIC SKILLS:	Communication, Organisation, Applying technologies

All - Assessment Task 3: ICT Portfolio includingvideo

GOAL:	Docendo discimus ("by teaching, we learn") - Latin proverb. The purpose of this task is to apply your ICT learning to create a product that demonstrates your learning across the trimester. Your video can: • teach someone else how to use a new ICT application, skill or function; • showcase something you created over the trimester, explaining how you created it; OR showcase yourself and your learning in the form of a "Who are you and what do you do?" video as demonstrated in class. This task will allow you to share your new knowledge and skills with your classmates.
PRODUCT:	Portfolio
AUTHORSHIP STATEMENT:	
FORMAT:	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 12. 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 ICT packages that you have explored throughout the trimester.
CRITERIA:	**No.** **Learning Outcome assessed** 1 Reflection on learning 4 2 Create ICT Portfolio and Presentation 3 3 Demonstrate technical communication skills 2
GENERIC SKILLS:	Communication, Problem solving, Applying technologies

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:
(a) The final mark is in the percentage range 47% to 49.4%; and
(b) The course is graded using the Standard Grading scale

10.3. Assessment: Submission penalties

Late submissions may be penalised up to and including the following maximum percentage of the assessment task's identified value, with weekdays and weekends included in the calculation of days late:
(a) One day: deduct 5%;
(b) Two days: deduct 10%;
(c) Three days: deduct 20%;
(d) Four days: deduct 40%;
(e) Five days: deduct 60%;
(f) Six days: deduct 80%;
(g) Seven days: A result of zero is awarded for the assessment task.

The following penalties will apply for a late submission for an online examination:
Less than 15 minutes: No penalty
From 15 minutes to 30 minutes: 20% penalty
More than 30 minutes: 100% penalty

10.4. 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

10.5. 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.

10.6. General Enquiries

For course-specific questions, contact your teaching staff or Course Coordinator.

For other enquiries or to access support, please contact Student Central:

- UniSC Student Central
- UniSC Adelaide Student Central