



Course Code:	1004ITF
Course Name:	Information Technology Fundamentals
Semester:	Trimester 3, 2017
Program:	Diploma of IT
Credit Points:	10
Course Coordinator:	PJ Wilson
Document modified:	12 Oct 2017

Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.

PJ Wilson: PJ.Wilson@staff.griffithcollege.edu.au

Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the "myTimetable" link.

Prerequisites

There are no prerequisites for this course.

Brief Course Description

This course provides students with core professional empowering skills required to complete their IT degree, gain work experience and begin their careers in the IT industry. The course is taught through using several modes including: Problem-, Project- and Experiential-Based Learning. Students learn by undertaking a project using commercial methods and practices. The course provides basic techniques in the use of software tools for preparation of documentation needed for their project. Oral and written communications also form major components of the course.

The course also contains generic skills required for tertiary study of IT including: ethics, sustainability and project management theory. The course is intended to equip students with the generic IT skills and professional responsibility to others that should be integral to their University studies and later professional practice. Exposure to practising industry professionals is a feature of this course.

Rationale

IT professionals need to develop a variety of professional enabling skills important to being a successful practicing professional. This course is designed to provide students with a core set of skills that will be used throughout their IT degree studies and future professional practice and development. Students will work in teams on practical project tasks directly related to core IT disciplines.

Aims

This course within the Diploma of IT aims to assist students in preparing for university study and to place their study in the context of what it means to be an IT industry professional.

This course focuses on developing student knowledge and skills in the areas of IT solution development practices, professional ethics and communication skills. It also aims to highlight the need for professional communication in teams, developing student ability to communicate verbally and in writing.

Learning Outcomes

Upon successful completion of this course you will

1. Demonstrate knowledge and understanding of employability/transferable skills in the IT industry

- 1.1 Know what it means to be employable
- 1.2 Know the top 10 employability/transfer skills, particularly in relation to the IT industry
- 1.3 Know how to do career planning
- 1.4 Know how to cultivate an aspiration and resilient mindset.
- 1.5 Know how to cultivate high performance teams
- 1.6 Know the principles of leadership

2. Demonstrate understanding of the past, present and future of the IT and related disciplines and demonstrate understanding of creativity, innovation, problem solving and analytical skills in the IT industry.

- 2.1 Understand IT and its related and informing disciplines
- 2.2 Understand the pervasive themes in IT
- 2.3 Know the applications domains in the IT industry
- 2.4 Understand the past, present and future of IT
- 2.5 Understand the process of critical thinking
- 2.6 Understand the process of problem solving
- 2.7 Understand how to apply analytical skills
- 2.8 Understand the process of creativity, innovation and entrepreneurship
- 2.9 Know the fundamentals of professional conduct

3. Communicate effectively as an IT Professional

- 3.1 Understanding the principles of persuading an audience with effective argument
- 3.2 Know how to write user documentation
- 3.3 Understand the essentials of software project documentation
- 3.4 Understand the process to technical communications and writing expository reports
- 3.5 Understand the fundamentals of intercultural communication

Texts and Supporting Materials

Required Resources

Students will be provided with readings via the Learning@Griffith College website throughout the semester, which can be accessed online or downloaded and printed by the students. In addition, students are strongly encouraged to purchase a hardcopy version of the following textbook for further reading:

- Dowling, D., Carew, A., & Hadgraft, R., (2016) Engineering your future : an Australasian guide, (3rd ed.), Milton, Qld. : John Wiley & Sons

Recommended Resources

- Fowler, J., Guddmundsson, A., Whicker, L. (2011) groups work! A guide for working in groups, (2nd ed.). Palmer Higgs Books Online

Note: Copies of this text are available from the Griffith University library.

Organisation and Teaching Strategies

The course consists of a two hour lecture and a one hour workshop each week. Maximum benefit will be gained from attendance at all of these classes as this course is based on a combination of theory together with application to personal interactions and awareness.

Lectures: These are interactive to encourage maximum learning. You are encouraged to participate through focusing questions, making comments and doing short relevant written and oral exercises. These will be based on the readings and other stimulus materials provided in class.

Workshops and tutorials are designed to encourage you to make meaning of your learning through the use of practical exercises and experiences. This will involve you in both individual and group work. You will need to allocate about 10 hours per week (including the lecture/tutorial time) to this course. Reading and analysis of the course materials which accompany this course are essential requirements of this course.

Class Contact Summary

Content Schedule

Weekly Teaching Schedule

Week	Topic	Activity	Relevant Learning Outcomes
	Course Introduction Introduction to IT Teaming	Lecture	1.1,1.2,1.4,1.5,1.6 2.1,2.2,2.3,2.5,2.6,2.7
	Writing skills #1	Workshop	1.1, 2.5,2.6,2.7 3.1,3.2,3.4
	The Engineering Method	Lecture	1.1,1.2 2.5,2.6,2.7,2.8
	Project Introduction	Workshop	2.5,2.6,2.7,2.8 3.3,3.4
	Project Management	Lecture	1.1,1.2,1.5,1.6 2.4,2.5,2.6,2.7,2.8 3.3,3.4
	Writing skills #2	Workshop	1.1, 2.5,2.6,2.7 3.1,3.2,3.4
	Enabling Skills Technical Communications	Lecture	1.2,1.3,1.4,1.6 2.5, 3.2,3.3,3.4
	Project: Project Concept Plan due Teaming	Workshop	1.1,1.2,1.5 2.5,2.6,2.7

5	Information Technology Evolution	Lecture	2.1,2.2,2.3,2.4
	Project: presentations	Workshop	
	Project Solving Information Skills	Lecture	2.5,2.6,2.7,2.8 3.4
	PDP#1 due.	Workshop	
	Agile Development	Lecture	2.4,2.5,2.6,2.7,2.8 3.3
	Project: Project Management Plan due Teaming	Workshop	1.1,1.2,1.5 2.5,2.6,2.7
	Design Processes 1	Lecture	2.5,2.6,2.7,2.8
	Project: presentations	Workshop	
	Design Processes 2	Lecture	2.5,2.6,2.7
	Writing skills #3	Workshop	
	Ethics & Professional Responsibility	Lecture	2.5,2.6,2.7,2.8,2.9 3.5
	Project: presentations	Workshop	
	Sustainability	Lecture	2.2,2.4,2.9
	PDP#2 due.	Workshop	
	IT Futures	Lecture	1.1,1.2,1.3 2.1,2.2,2.3,2.4,2.5,2.6,2.7
	Project Presentations Final Project File due	Workshop	

Assessment

This section sets out the assessment requirements for this course.

Summary of Assessment

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Writing Skills	15%	1.1,1.2 2.5,2.6,2.7 3.1,3.2,3.4	1, 3, 9
2	Individual Project Presentations	10%	1.1,1.2 2.5,2.6,2.7,2.8 3.1,3.2,3.3,3.4	5, 8, 10, or 12
3	ePortfolio Professional Development Plan	25%	1.1,1.2,1.3,1.4,1.5,1.6 2.1,2.3,2.4,2.5,2.6,2.7,2.8,2.9 3.1,3.2,3.3,3.4,3.5	6, 11
4	Project Reporting	50%	1.1,1.2,1.5,1.6 2.5,2.6,2.7,2.8,2.9 3.1,3.2,3.3,3.4	4,7,12

Assessment Details

Item 1: Writing Skills

Three short writing exercises are required for Writing Skills assessment. The three short writing exercises are worth 5% each for a total of 15% of the final trimester mark. Students will write on a topic related to Critical, Systems, Creative and Design thinking and Reflective Practice as detailed in the class by the tutor. Students are expected to use a technical writing methodology and format.

This is an individual submission.

Item 2: Individual Project Presentations

The project involves you working together with other students as a team. As your project progresses, you will be required to report to the class on your team progress using PowerPoint slides to guide the audience through the presentation. A 1-2 page executive summary, at least 10 PowerPoint slides and a five [5] to ten [10] minute talk will be required from each student for assessment worth 10% of the final trimester marks. A hardcopy of the presentation and any handouts are to be presented to the tutor BEFORE the presentation begins. Each team member will have an opportunity to present in one of the four tutorial classes reserved for presentations. The schedule is to be coordinated by the team.

This is an individual submission.

Item 3: ePortfolio Professional Development Plan (PDP)

PDP consists of two separate pieces of assessment. The first involves completing a CV, reflecting your current skills and abilities, and producing a job-cluster skills summary matrix. This assessment item is due in Wk06. It will then be updated as the trimester progresses and will act as a base for the remaining PDP item.

This is an individual submission worth 10/25%.

The second PDP assessment item is to complete a Professional Development Plan. This item is to provide the student with initial guidance, a path to follow through their academic and professional careers and use in future subjects.

This is an individual submission worth 15/25%.

Item 4: Project Reporting

The Project will become a comprehensive written report of up to 16,000 words (maximum) including a critique on the project product and the strengths of your project, as well as on your team dynamics and team and peer assessments. Peer assessments of individual contributions are also collected and peer assessment factors are applied to determine an individual team member's Project results. The Design Projects must be available for inspection by your tutor upon request in Weeks 3-11. Details and specifications for the Project will be provided by your lecturer.

A professional report is required. The use of a word processor is mandatory. You will be required to use:

- * Times New Roman or Arial 12 pt font
- * All four margins 20mm
- * A4 page size
- * Single or 1.1-1.15 line spacing
- * Correct page orientation in a 3-4 ring binder

Reports that do not comply with this format will not be accepted. The report will not be marked and will attract the specified late penalty until a correctly formatted report is submitted.

The Project is partitioned into 3 phases for assessment purposes including: Project Concept Planning (due Week 4), Project Management Planning (due Week 7) and the final Project File which includes: Project Plan and Design File (due week 12). The sections will be submitted both as a softcopy and as a hardcopy at the beginning of the project tutorial class in the week due.

This is both individual and group submission. Contribution to the teamwork assessed through peer assessment and individual project workbooks will affect final individual marks.

Submission and Return of Assessment Items

Normally you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

Extensions

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Assessment Feedback

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication	Yes	Yes	Yes
Oral Communication	Yes	Yes	Yes
Information Literacy	Yes	Yes	Yes
Secondary Research	Yes	Yes	Yes
Critical and Innovative Thinking	Yes	Yes	Yes
Academic Integrity	Yes	Yes	Yes
Self Directed Learning	Yes	Yes	Yes
Team Work	Yes	Yes	Yes
Cultural Intelligence	Yes	Yes	Yes
English Language Proficiency		Yes	Yes

Additional Course Generic Skills

Specific Skills	Taught	Practised	Assessed
Creativity & Innovation	Yes	Yes	Yes
Responsible, effective citizenship	Yes	Yes	Yes

Additional Course Information

Teacher and Course Evaluations

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations on the Griffith College portal whenever these are available.

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Academic Integrity

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

In the case of any allegation of academic misconduct made against a student he or she may request the guidance and support of a Griffith College Student Learning Advisor or Student Counsellor.

Please ensure that you are familiar with the [Griffith College Academic Integrity Policy](#); this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

Risk Assessment Statement

There are no out of the ordinary risks associated with this course.

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