# Pathways and Academic Learning Support Centre

## EPINFO 150: Information and Communication Technology
Ourimbah
Semester 2 - 2023

*The Pathways and Academic Learning Support Centre recognises and respects the unique history and culture of Aboriginal and Torres Strait Islander peoples and their unbroken relationship with the lands and the waters of Australia over millennia. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education. The Centre is committed to providing a culturally safe and inclusive environment for all.*

# OVERVIEW

**Course Description**     Information and Communication Technology is designed to develop computing knowledge and skills for university study and beyond. The course covers a range of digital literacies that will assist students entering any field of study. There is an emphasis on developing practical skills alongside theoretical knowledge.

**Contact Hours**     **Computer Lab**
Face to Face On Campus
2 hour(s) per Week for 11 Weeks

**Lecture**
Face to Face On Campus
1 hour(s) per Week for 12 Weeks

**Unit Weighting**     10

**Workload**     Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

# CONTACTS

| | |
|---|---|
| **Course Coordinator** | Ms Michele Hargrove<br>Michele.Hargrove@newcastle.edu.au<br>Consultation: Please email to schedule an appointment. |
| **Teaching Staff** | Other teaching staff will be advised on the course Canvas site. |

| **School Office** | **Callaghan** | **Ourimbah** |
|---|---|---|
| | Ground Floor, General Purpose Building (GP)<br>Ph: 02 4921 5558<br>enabling@newcastle.edu.au | HO 168, Humanities Building<br>Ph: 02 4348 4076<br>enabling@newcastle.edu.au |

# SYLLABUS

**Course Content**

- Digital literacies: coverage of key computing concepts; exploration of teaching and learning tools that support tertiary study
- Essentials of computer supported presentations and/or digital video production
- Foundations of professional practice and ethics in computing
- Introduction to software development and computer programming
- Introduction to web technologies and website design
- Group work skills for tertiary and IT team contexts

**Course Learning Outcomes**

**On successful completion of this course, students will be able to:**
1. Describe the tertiary computing environment and use it proficiently.
2. Recall, describe, explain, and apply relevant core computer terminologies and concepts.
3. Utilise course software applications to meet study, communication and business needs.
4. Apply computational thinking to real-world problems and draft solutions.
5. Describe web technologies; evaluate, design, and build websites at a foundational level.
6. Apply group work skills effectively in an IT context and evaluate group performance.
7. Deliver professional computer supported presentations and/or produce digital videos.

**Course Materials**    All course materials will be provided on the course Canvas site.

# SCHEDULE

| Week | Week Begins | Lecture Topic | Computer lab | Assessment Due |
|---|---|---|---|---|
| 1 | 17 Jul | Introduction to the ICT course & University computing | No computer lab week 1 See Canvas/Modules for intro reading | |
| 2 | 24 Jul | Computational thinking | Referencing software (Endnote) | Quiz 1 (4%) due online Sunday 11:59pm |
| 3 | 31 Jul | Introduction to programming | Computational thinking practical | |
| 4 | 7 Aug | Minor project overview & Creating short digital videos | Programming practical | |
| 5 | 14 Aug | Editing & publishing digital videos | Minor project group formation & Project planning | Quiz 2 (7%) due Sunday 11:59pm |
| 6 | 21 Aug | Computer development | Editing digital video practical | Computer assignment (10%) due online Sunday 11:59pm |
| 7 | 28 Aug | Information systems & Big data | Spreadsheets: Introduction | |
| 8 | 4 Sep | Professional practice | Spreadsheets: Complex Functions | |
| 9 | 11 Sep | Major project overview & Website evaluation | Spreadsheets: Working with big data | Quiz 3 (7%) due Sunday 11:59pm |
| 10 | 18 Sep | Web technologies & Website creation | Website creation practical | Minor project (20%) due online Sunday 11:59pm |
| | | **Mid Term Break** | | |
| | | **Mid Term Break** | | |
| 11 | 9 Oct | Computer hardware | In class test (spreadsheets) | In class test (20%) in computer lab |
| 12 | 16 Oct | Computer software | Project viewing & Campus tech | Major project (25%) due online Sunday 11:59pm |
| 13 | 23 Oct | In Reserve (see Canvas) | In Reserve (see Canvas) | Quiz 4 (7%) due online Sunday 11:59pm |
| | | **Examination Period** | | |
| | | **Examination Period** | | |

# ASSESSMENTS

This course has 5 assessments. Each assessment is described in more detail in the sections below.

| | Assessment Name | Due Date | Involvement | Weighting | Learning Outcomes |
|---|---|---|---|---|---|
| 1 | Online Quizzes | 11:59pm Sunday Weeks 2, 5, 9, 13 | Individual | 25% | 1, 2, 4, 5 |
| 2 | Computer Assignment | 11:59pm Sunday 27th August | Individual | 10% | 1, 2, 3 |
| 3 | Minor Project | 11:59pm Sunday 24th September | Group | 20% | 2, 3, 6, 7 |
| 4 | In Class Test | In computer lab week 11 | Individual | 20% | 1, 3 |
| 5 | Major Project | 11:59pm Sunday 22nd October | Individual | 25% | 2, 3, 5 |

**Late Submissions**    The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 5% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

## Assessment 1 - Online Quizzes

| | |
|---|---|
| **Assessment Type** | Quiz |
| **Description** | Online quizzes |
| **Weighting** | 25% total (see schedule on previous page for breakdown % per quiz) |
| **Due Date** | Online quizzes are scheduled for weeks 2, 5, 9, 13. |
| | Quizzes:      Open- Monday 9am of scheduled week & |
| |                   Close- Sunday 11:59pm of that same week |
| **Submission Method** | Online via Canvas |
| **Assessment Criteria** | Multiple choice questions are displayed in Canvas with mark value per question. |
| **Return Method** | N/A |
| **Feedback Provided** | Feedback score provided via Canvas at the conclusion of quiz week. |

## Assessment 2 - Computer Assignment

| | |
|---|---|
| **Assessment Type** | Assignment |
| **Description** | Students will complete a take home assignment on the referencing software Endnote. Endnote is introduced in the week 2 computer lab. |
| **Weighting** | 10% |
| **Due Date** | 11:59pm Sunday 27th August |
| **Submission Method** | Online via Canvas |
| **Assessment Criteria** | Marking criteria will be provided with the assessment instructions on Canvas. |
| **Return Method** | N/A |
| **Feedback Provided** | Feedback provided in class and via Canvas (usually within 3 weeks of the due date). |

## Assessment 3 – Minor Project

| | |
|---|---|
| **Assessment Type** | Project |
| **Description** | Students will complete an ICT audio visual project. This project requires groupwork. Groups will be formed in the week 5 computer lab. |
| **Weighting** | 20% |
| **Due Date** | 11:59pm Sunday 24th September |
| **Submission Method** | Online via Canvas |
| **Assessment Criteria** | Criteria will be provided with project instructions on Canvas. |
| **Return Method** | N/A |
| **Feedback Provided** | Feedback provided via Canvas (usually within 3 weeks of the due date) |

## Assessment 4 – In Class Test

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|---|---|
| **Assessment Type** | In Term Test |
| **Description** | Students will sit a class test in week 11. The test is focused on MS Excel and its facilities. |
| **Weighting** | 20% |
| **Due Date** | In computer lab week 11 |
| **Submission Method** | In class via exam drive |
| **Assessment Criteria** | Marks per question and general criteria will be displayed in the test file. |
| **Return Method** | N/A |
| **Feedback Provided** | Marks will be available on Canvas (usually within 3 weeks of due date). |
| | Individual feedback sheet may be viewed in tutorial class or by appointment. |

## Assessment 5 – Major Project

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|---|---|
| **Assessment Type** | Project |
| **Description** | Students will complete a project on website design and evaluation. |
| **Weighting** | 25% |
| **Due Date** | 11:59pm Sunday 22nd October |
| **Submission Method** | Online via Canvas |
| **Assessment Criteria** | Criteria will be provided with project instructions on Canvas. |
| **Return Method** | N/A |
| **Feedback Provided** | Mark feedback provided via a final grade release. |

# ADDITIONAL INFORMATION

**Grading Scheme**   This course is graded as follows:

| Range of Marks | Grade | Description |
|---|---|---|
| 85-100 | High Distinction (HD) | Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives. |
| 75-84 | Distinction (D) | Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives. |
| 65-74 | Credit (C) | Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes. |
| 50-64 | Pass (P) | Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes. |
| 0-49 | Fail (FF) | Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action. |

*Skills are those identified for the purposes of assessment task(s).

**Communication Methods**

**Email** is the principal form of communication at the university and within this course. Always use your student email (NUmail), rather than a private email address, and check this regularly. As Course Coordinator I will try to respond to your email within three (3) working days. I will not normally respond to emails over the weekends. Please be courteous in your email communication and in the online space. The University of Newcastle has a Social Media Communication Guideline that covers all communications in the University for staff and students.

**Canvas** is used to distribute course material, announcements and other information. It is also used for online quizzes and to allow students to track their individual progressive assessment results throughout the semester via Grades. Recordings of the lectures will also be available.

**Discussions:** You can ask questions about minor issues on the Discussion forums. Students are strongly encouraged to use these to communicate with each other, discuss issues relating to the course, and solve minor problems.

**Additional Contact Details**

If you have any questions about your course, please speak with your course coordinator, lecturer or tutor first.

For general enquiries, please contact the Pathways and Academic Learning Support Centre Office or your Student Liaison Officer. Additional contacts will be available on your Canvas site.

**Pathways and Academic Learning Support Centre Office**

| **Callaghan** | **Ourimbah** |
|---|---|
| Ground Floor, General Purpose Building (GP) | HO 168, Humanities Building |
| Ph: 02 4921 5558 | Ph: 02 4348 4076 |
| enabling@newcastle.edu.au | enabling@newcastle.edu.au |

**Student Liaison Officer**   PALS-SLO@newcastle.edu.au

| Yapug | **Indigenous Enabling Learning Advisor**<br>Hannah Pipe<br>Birabahn Building<br>Ph: 02 4921 7952<br>Hannah.Pipe@newcastle.edu.au | **Program Convenor**<br>Dan Collins<br>SAS-217, Birabahn Building<br>Ph: 02 4055 3266<br>Daniel.Collins@newcastle.edu.au |
|---|---|---|

| **Attendance and Engagement** | In addition to face-to-face hours in class, out-of-class study and related work will require an additional commitment of up to 10 hours per week of reading, preparation, and study time over the semester. Students are required to spend on average 120-140 hours of effort (contact and non-contact including assessment) per semester per 10 unit course.<br><br>To maximise your learning opportunities, you should read all relevant material prior to attending lectures and tutorials.<br><br>It is strongly recommended that you attend your lectures and tutorials every week. Our data shows that you will get better results if you attend these classes with your peers. If you do have to miss a class, you should catch up on any missed work by accessing lecture recordings and resources available on your Canvas site. **If you cannot attend at least 50% of your tutorials, please contact your Course Coordinator or Student Liaison Officer and discuss the options.**<br><br>A plan of regular revision throughout the semester is also strongly recommended to help you manage your time, consolidate information and retain that knowledge for the duration of the course and beyond.<br><br>Assessment items have been designed to reinforce and revise the course material, and ensure you are up to date with course content. You are required to submit all assessable items by the due dates unless prior arrangements have been made. |
|---|---|
| **Timetable** | Your timetable for this course is available via the myUni Student Portal and can also be found here. |
| **Software** | Free Microsoft Office software is available to enrolled students here and includes 5 TB of free cloud storage with OneDrive. |
| **Written Assessment Word Limits** | Word limits for your written assessments includes headings, sub-heading, in-text citations, quotes and referencing but does not include the list of references, appendices and footnotes. You will not receive a penalty for exceeding the word limit (there is a tolerance of up to 10%), but any work after the maximum word limit may not be included within the allocation of marks. |
| **Adverse Circumstances** | The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s).<br><br>Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:<br>1. the assessment item is a major assessment item; or<br>2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;<br>3. you are requesting a change of placement; or<br>4. the course has a compulsory attendance requirement.<br><br>Before applying you must refer to the Adverse Circumstances Affecting Assessment Items Procedure.<br><br>In the Pathways and Academic Learning Support Centre, applications for Adverse Circumstances must be lodged via the online Adverse Circumstances system for all individual assessment items worth 30% or greater. |

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|---|---|
| **Oral Interviews (Vivas)** | As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the Oral Examination (viva) Procedure. In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the Student Conduct Rule. |
| **Academic Misconduct** | All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. Please refer to the Student Academic Integrity Policy. |
| **Student Support** | A wide range of help, advice and support sessions will be available during your studies and emails will be sent throughout the semester as a reminder at key times. |
| **Course Evaluation** | Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement. |
| **Important Policy Information** | The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures that support a safe and respectful environment at the University. |
| **Workplace Health and Safety Requirements** | There are no specific WH&S requirements for this course. |