



Course Outline (Higher Education)

Institute / School:	Global Professional School
Course Title:	INTRODUCTION TO INFORMATION TECHNOLOGY
Course ID:	GPFSP1201
Credit Points:	15.00
Prerequisite(s):	(NIL)
Co-requisite(s):	(NIL)
Exclusion(s):	(NIL)
ASCED:	120199

Description of the Course:

The aim of this course is to provide students with the fundamental information technology skills required to undertake future higher education studies and to engage with entry-level industry needs. The content of the course focuses on the practical application of computer software programs and tools in order to build competency for ongoing studies and future career needs in a technology-driven workforce. Students will also learn about the evolution of the Internet, understand social media topics and the need for ethical practices.

Grade Scheme: Graded (HD, D, C, P, MF, F, XF)

Work Experience:

No work experience: Student is not undertaking work experience in industry.

Placement Component: No

Supplementary Assessment: Yes

Where supplementary assessment is available a student must have failed overall in the course but gained a final mark of 45 per cent or above and submitted all major assessment tasks.

Program Level:

Level of course in Program	AQF Level of Program					
	5	6	7	8	9	10
Introductory	✓					
Intermediate						
Advanced						

Learning Outcomes:

After successfully completing this course students will be able to:

Knowledge:

- K1.** Relate how IT and associated digital technologies have evolved over time.
- K2.** Describe basic IT hardware and network components.
- K3.** State the uses of emerging technologies within key industry contexts.
- K4.** Understand the importance of ethical and privacy considerations and community attitudes towards online content and behaviour.
- K5.** Understand the importance of creating a positive social media presence.
- K6.** Outline the basic principles of programming.
- K7.** Recognise the need to create effective online learning habits and techniques to assist with further academic education.

Skills:

- S1.** Access organisational resources which includes logging onto network or internet, locating specified information and resources and creating an appropriate file management system.
- S2.** Use appropriate authoring software to create, modify, edit and finalise documents and presentations.
- S3.** Design, develop, and maintain a professional social media presence.
- S4.** Relate evolutionary aspects of emerging technologies.
- S5.** Show an understanding of basic programming skills.
- S6.** State and reflect on ethical concerns relevant to IT.

Application of knowledge and skills:

- A1.** Apply appropriate authoring software to a designated project need.
- A2.** Prepare an appropriate professional social media presence.
- A3.** Design and create a basic programming solution.

Course Content:

Topics may include:

- History of the Internet
- Implications of the Internet on global organizations
- Ethical and privacy considerations of online content development
- Introduction to various areas of social media
- Design, develop and maintain a social media presence
- Challenges with social media
- Online Research techniques
- Use of digital academic learning content
- Microsoft Tools – introduction and use

Graduate Attributes

The Federation University Federation graduate attributes (GA) are entrenched in the [Higher Education Graduate Attributes Policy](#) (LT1228). FedUni graduates develop these graduate attributes through their engagement in explicit learning and teaching and assessment tasks that are embedded in all FedUni programs. Graduate

attribute attainment typically follows an incremental development process mapped through program progression. **One or more graduate attributes must be evident in the specified learning outcomes and assessment for each FedUni course, and all attributes must be directly assessed in each program**

Graduate attribute and descriptor		Development and acquisition of GAs in the course	
		Learning Outcomes (KSA)	Assessment task (AT#)
GA 1 Thinkers	Our graduates are curious, reflective and critical. Able to analyse the world in a way that generates valued insights, they are change makers seeking and creating new solutions.	K2, K7, S3	AT1-AT2
GA 2 Innovators	Our graduates have ideas and are able to realise their dreams. They think and act creatively to achieve and inspire positive change.	K1, K3, K6, S2, S5, S6, A1, A3	AT1-AT2
GA 3 Citizens	Our graduates engage in socially and culturally appropriate ways to advance individual, community and global well-being. They are socially and environmentally aware, acting ethically, equitably and compassionately.	K1, K4, K5, A2	AT1-AT2
GA 4 Communicators	Our graduates create, exchange, impart and convey information, ideas, and concepts effectively. They are respectful, inclusive and empathetic towards their audience, and express thoughts, feelings and information in ways that help others to understand.	K3, K4, S1, S4, A2	AT1-AT2
GA 5 Leaders	Our graduates display and promote positive behaviours, and aspire to make a difference. They act with integrity, are receptive to alternatives and foster sustainable and resilient practices.	K3	AT1-AT2

Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Tasks	Assessment Type	Weighting
K1-K7, S1-S3, S5, A1-A3	Practical demonstrations of basic IT skills. Assignments, reports and/or presentations covering a range of taught IT-related topics	Assignments/Reports/Presentations	50%-70%
K1-K7, S1-S2, S4-S6, A1, A3	Quizzes and/or tests covering a range of taught fundamental information technology topics	Exams/Quizzes/Tests	30%-50%

Adopted Reference Style:

APA

Refer to the [library website](#) for more information

Fed Cite - [referencing tool](#)