Unit Outline (Higher Education)

Institute / School:	Institute of Innovation, Science & Sustainability
Unit Title:	Digital Literacy
Unit ID:	ITECH1500
Credit Points:	15.00
Prerequisite(s):	Nil
Co-requisite(s):	Nil
Exclusion(s):	(GPSIT1100 and ITECH1100 and ITECH5100)
ASCED:	029999

Description of the Unit:

This unit provides students with a broad foundation in Information Technology (IT), and establishes its context in society currently, historically and into the future. Students will develop an understanding of IT as a process that collects, stores, transports and transforms data to provide information and streamline practices. The unit introduces students to topics such as hardware, software, operating systems, input and output, data storage and manipulation, coding, networking and security, and privacy. Students will also develop skills in using digital tools and systems for professional and academic communication.

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 Unit but gained a final mark of 45 per cent or above, has completed all major assessment tasks (including all sub-components where a task has multiple parts) as specified in the Unit Description and is not eligible for any other form of supplementary assessment

Course Level:

Level of Unit in Course	AQF Level of Course					
	5	**6**	**7**	**8**	**9**	**10**
Introductory	☐	☐	✔	☐	☐	☐

Level of Unit in Course	AQF Level of Course					
	5	**6**	**7**	**8**	**9**	**10**
Intermediate	☐	☐	☐	☐	☐	☐
Advanced	☐	☐	☐	☐	☐	☐

Learning Outcomes:

Knowledge:

K1. Summarize the evolution and impact of IT and digital technologies, including emerging technologies within key industry contexts

K2. Describe basic hardware and network components

K3. Distinguish between hardware, software, operating systems, applications, and systems

K4. Recognize how digital information is represented, stored, transmitted, accessed, and managed

K5. Describe how humans can automate and augment their activities using computer systems and Artificial Intelligence

Skills:

S1. Interpret and construct basic representations of business data flow and processes

S2. State and reflect on legal, ethical, safety, and privacy concerns relevant to IT

S3. Apply business information software for data visualization and analysis purposes

S4. Access, collate, manage, and intepret digital information, with consideration of security and privacy

Application of knowledge and skills:

A1. Use digital tools to describe a business problem, and to develop and communicate a basic solution

Unit Content:

Topics may include:

- Technical and academic communication in the digital age
- The evolution of technology, and trends for the future;
- IT Past, Present & Future;
- IT Architecture, Infrastructure, and Systems;
- IT in context and Industry use;
- Software Development
- Ethical, Legal and Green Issues for IT;
- Social Media;
- Networks, Security & Privacy;
- IT Project, Product, and Service Management

FEDTASKS

Federation University Federation recognises that students require key transferable employability skills to prepare them for their future workplace and society. FEDTASKS (**T**ransferable **A**ttributes **S**kills and **K**nowledge) provide a targeted focus on five key transferable Attributes, Skills, and Knowledge that are be embedded within curriculum, developed gradually towards successful measures and interlinked with cross-discipline and Co-operative Learning opportunities. *One or more FEDTASK, transferable Attributes, Skills or Knowledge must be evident in the specified learning outcomes and assessment for each FedUni Unit, and all must be directly assessed in each Course.*

FEDTASK attribute and descriptor		Development and acquisition of FEDTASKS in the Unit	
		Learning Outcomes (KSA)	Assessment task (AT#)
FEDTASK 1 Interpersonal	Students will demonstrate the ability to effectively communicate, inter-act and work with others both individually and in groups. Students will be required to display skills in-person and/or online in: • Using effective verbal and non-verbal communication • Listening for meaning and influencing via active listening • Showing empathy for others • Negotiating and demonstrating conflict resolution skills • Working respectfully in cross-cultural and diverse teams.	Not applicable	Not applicable
FEDTASK 2 Leadership	Students will demonstrate the ability to apply professional skills and behaviours in leading others. Students will be required to display skills in: • Creating a collegial environment • Showing self -awareness and the ability to self-reflect • Inspiring and convincing others • Making informed decisions • Displaying initiative	Not applicable	Not applicable
FEDTASK 3 Critical Thinking and Creativity	Students will demonstrate an ability to work in complexity and ambiguity using the imagination to create new ideas. Students will be required to display skills in: • Reflecting critically • Evaluating ideas, concepts and information • Considering alternative perspectives to refine ideas • Challenging conventional thinking to clarify concepts • Forming creative solutions in problem solving.	Not applicable	Not applicable

FEDTASK attribute and descriptor		Development and acquisition of FEDTASKS in the Unit	
		Learning Outcomes (KSA)	Assessment task (AT#)
FEDTASK 4 Digital Literacy	Students will demonstrate the ability to work fluently across a range of tools, platforms and applications to achieve a range of tasks. Students will be required to display skills in: • Finding, evaluating, managing, curating, organising and sharing digital information • Collating, managing, accessing and using digital data securely • Receiving and responding to messages in a range of digital media • Contributing actively to digital teams and working groups • Participating in and benefiting from digital learning opportunities.	K4, S4	AT1, AT2, AT3
FEDTASK 5 Sustainable and Ethical Mindset	Students will demonstrate the ability to consider and assess the consequences and impact of ideas and actions in enacting ethical and sustainable decisions. Students will be required to display skills in: • Making informed judgments that consider the impact of devising solutions in global economic environmental and societal contexts • Committing to social responsibility as a professional and a citizen • Evaluating ethical, socially responsible and/or sustainable challenges and generating and articulating responses • Embracing lifelong, life-wide and life-deep learning to be open to diverse others • Implementing required actions to foster sustainability in their professional and personal life.	Not applicable	Not applicable

Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Tasks	Assessment Type	Weighting
A1, S1, S2, S3, S4, K4, K5	Develop and communicate a basic solution to a business problem.	Assignment	30% - 40%
K4, K5, S3, S4	Collect resources and brainstorm a proposal to disrupt to an industry using emerging information technologies. Present the proposal using a variety of digital media, supported by appropriate analysis.	Report and associated digital media	30% - 40%
K1, K2, K3, K4, K5, S1, S2, S3	Tests and examinations covering a range of taught IT-related topics.	Tests & examinations	20% - 30%
K1, K2, K3, K4, K5, S1, S2, S3, S4	Complete laboratory activities and engage in in-class discussions synchronously or asynchronously as appropriate	Participation in laboratories	5%-10%

Adopted Reference Style:

APA

Refer to the library website for more information

Fed Cite - referencing tool