

UNIT OUTLINE REPORT

EDITH COWAN UNIVERSITY FACULTY OF COMPUTING, HEALTH AND SCIENCE SCHOOL OF COMPUTER AND SECURITY SCIENCE

UNIT TITLE :	Communicating in an IT Environment
UNIT CODE :	CSG1132
CREDIT POINTS :	15
FULL YEAR UNIT :	No
MODE OF DELIVERY :	On-campus Off-campus

DESCRIPTION

This unit will introduce students to basic information and communication skills such as navigation in the information environment; the identification of information sources appropriate to computer and information science; essential information retrieval skills and techniques for written, oral and visual communication in educational and technical settings.

LEARNING OUTCOMES

On completion of this unit students should be able to:

1. identify a variety of information sources;
2. describe the structure, format, scope, coverage and indexing features of key information resources in the field of computer and information science;
3. demonstrate skills in the location and selection of information and information resources;
4. demonstrate skills in the written, visual and oral presentation of information;
5. describe the processes involved in the production and communication of information.

UNIT CONTENT

1. Writing tools, time management, personal email, netiquette, concept mapping.
2. Databases, word processing, plagiarism, referencing.
3. Steps for effective research, business email.
4. Using the library for research, literature review.
5. Using the Internet and other online sources for research.
6. Note making and preparation for writing.
7. Effective writing – educational, business and technical.
8. Preparing and interpreting statistical information.
9. Preparing and delivering a presentation.
10. Interpersonal communications.

TEACHING AND LEARNING PROCESSES

1. Lectures/Flexible delivery
2. Workshops
3. Directed study

GRADUATE ATTRIBUTES

The following graduate attributes will be developed in this unit

- Ability to communicate
- Critical appraisal skills

ASSESSMENT

Grading Schema 1

<i>Item</i>	<i>On-Campus Assessment</i>	<i>Value</i>
Assignment	Research assignment	30%
Essay	Journal article	30%
Examination	End of semester examination	40%

<i>Item</i>	<i>Off-Campus Assessment</i>	<i>Value</i>
Assignment	Research assignment	30%
Essay	Journal article	30%
Examination	End of semester examination	40%

When required to do so, a version of an assignment must be submitted electronically to enable an authentication process for plagiarism testing. Failure to do so will prevent completion of the unit and an I grade will be awarded.

TEXTS

Nil.

SIGNIFICANT REFERENCES

- Altman, R. (2007). *Why most PowerPoint presentations suck: and how you can make them better*. Pleasanton, CA: Harvest Books.
- Anderson, P. V. (2007). *Technical communication: a reader centered approach* (6th ed.). Boston, MA.: Thomson/Wadsworth.
- Bazerman, C., & Wiener, H. S. (2003). *Writing skills handbook* (5th ed.). Boston, MA.: Houghton Mifflin.
- Boardman, C. A. (2008). *Writing to communicate 2: paragraphs and essays*. White Plains, NY: Pearson/Longman.
- Crene, P., & Lea, M. R. (2003). *Writing at university* (2nd ed.). Open University Press/McGraw-Hill Education.
- Donnelly, C., & Senter, H. (2003). *Project and report writing* (4th ed.). Oxford: Pergamon Flexible Learning.
- Engleberg, I. N., & Daly, J. A. (2006). *Presentations in everyday life: strategies for effective speaking* (2nd ed.). Boston, MA.: Houghton Mifflin.
- Hock, R. (2007). *The extreme searcher's Internet handbook: a guide for the serious searcher* (2nd ed.). Medford, N.J.: CyberAge Books.
- Ó Dochartaigh, N. (2007). *Internet research skills: how to do your literature search and find research information online*. Los Angeles : Sage Publications.

WEB SITES

<http://www.ecu.edu.au/learning-and-development/assets/files/downloads/refguide.pdf>

<http://www.canberra.edu.au/studyskills/home>
<http://writing.wisc.edu/index.html>

Academic Misconduct

Edith Cowan University has firm rules governing academic misconduct and there are substantial penalties that can be applied to students who are found in breach of these rules. Academic misconduct includes, but is not limited to:

- plagiarism;
- unauthorised collaboration;
- cheating in examinations;
- theft of other students' work.

Additionally, any material submitted for assessment purposes must be work that has not been submitted previously, by any person, for any other unit at ECU or elsewhere.

The ECU rules and policies governing all academic activities, including misconduct, can be accessed through the ECU website.