

# Professional Practice for Information Technology

## Course Blueprint



### Learning outcomes



1. Select, learn and use appropriate technology to communicate and solve problems.
2. Write technical documents for the IT environment, following professional standards.
3. Demonstrate professional behaviour appropriate to an IT environment.

### Assessments

Professional Portfolio	50%	All LOs	Collect evidence and reflect
Assignment	25%	All LOs	Written assignment, IT problem solving
Oral Presentation	25%	All LOs	Speaking and delivering visuals

### Course schedule outline

Week	Summary/Topic	Session 1	Admin	Session 2	Admin	Assessment (Homework)
1	<b>Stage 1 - Introduction:</b> <ul style="list-style-type: none"> <li>- Course philosophy/rules</li> <li>- Resources</li> <li>- Concentration</li> <li>- <b>Teamwork</b></li> <li>- Homework</li> </ul>	Often taken by orientation.  Introduce course, show Moodle, OneNote.  Course outline.	Join Class Notebook	If no orientation overlap:  <ul style="list-style-type: none"> <li>- Forming, storming etc.</li> <li>- Concentration (counting words)</li> <li>- Working hard!</li> </ul> 	Issue essay homework	
2	<b>Various</b> <ul style="list-style-type: none"> <li>- Training Needs Analysis</li> <li>- Design thinking activity</li> </ul>	Training needs analysis <ul style="list-style-type: none"> <li>- Literacy testing</li> <li>- Comprehension/listening</li> </ul>		<b>Design thinking</b> Stanford Crash Course <a href="http://dschool.stanford.edu/dgift/">http://dschool.stanford.edu/dgift/</a>	Check essay plan	Formative assessment: short essay (peer marked in week 6)—part 1: research, brainstorm and outline plan.
3	<b>Stage 2 - Study Skills:</b> <ul style="list-style-type: none"> <li>- Time management</li> <li>- "Ducks-in-a-row" </li> <li>- planning</li> <li>- Following instructions</li> <li>- Googling</li> <li>- Reading and writing               <ul style="list-style-type: none"> <li>- seeking extra help</li> <li>- referencing</li> </ul> </li> <li>- Ongoing learning</li> </ul>	Time management <ul style="list-style-type: none"> <li>- Keeping a diary/calendar</li> <li>- Self-discipline</li> <li>- Effective productivity technology</li> </ul> Task management <ul style="list-style-type: none"> <li>- Ducks in a row philosophy</li> <li>- Defining tasks</li> <li>- Estimating resources required</li> </ul>		Following instructions <ul style="list-style-type: none"> <li>- Activity: follow instructions</li> <li>- Attention to detail</li> </ul> Googling <ul style="list-style-type: none"> <li>- Keyword selection</li> <li>- Narrowing results</li> <li>- Trial and adjust</li> <li>- Use tangential solutions</li> </ul>	Draft essay due	Short essay: peer assess part 1;  Write part 2: first draft.

4	- Responsibility - Reflection	Reading - Skim reading (keywords) - Deep reading - Benefits of broad reading - Contents and index pages  Writing - Words and sentences - Tone, style, audience	Check essay draft	Writing - Paragraphs - Information architecture - Evidence and referencing  Learn Markdown - Use Vim - Independent learning new technology	Essay due	Short essay: peer assess part 2;  Write part 3: revise and proof read (final draft).
5		Reflection - Measuring own performance - Measuring team performance - Acting on reflections - Performance measuring tools - Evidence of performance	Portfolio health check	<i>[Public holiday sacrifice]</i> Responsibility - Defining responsibility - Self-discipline - Seeking responsibility (active participation) - Dealing with consequences	Issue project	Short essay: peer assess final draft.
6	Mini project 1 		Check peer assessment			<b>Portfolio: Gather evidence, reflections</b>
7	<b>Stage 3 - IT Workflows:</b> - Conflict - Leadership - Meetings/scrums - Software (e.g. GitHub) - PM systems (e.g. Agile) 	Project presentations and reflections	<b>Issue report assignment</b>	Conflict - Identifying conflict - Remaining detached - Conflict management - Role plays		Written report assignment - plan report
8	- Troubleshooting - Side projects	Leadership - Styles and approaches - Functional leadership - Leadership activities	Written assignment checkpoint: suitable plan produced	Collaboration/workflow software - What is a workflow? - Case studies - Common tools - Version control - Online collaboration		Report drafting
9		Version control/Collaboration - Git - Command line - GitHub - Merge conflicts	Portfolio health check	More Git  Troubleshooting - Recap from PC maintenance - Deductive reasoning	<b>Report due</b> Issue project	<b>Written assignment: recommend a technology-based solution to a specified problem</b>
10	Mini-project 2					<b>Portfolio: Gather evidence, reflections</b>

11	<b>Stage 4 - Presentation:</b> - CV/Job applications - Oral presentations - Perception management - writing - dress - demeanor	Project presentations and reflections		CV Workshop  Perception management - How people see you - Hygiene and clothing - Outward attitude - Appearing positive and proactive		CV and cover letter  Practice presentation planning
12		Oral presentation - Planning - Visuals		Oral presentation practice - Speaking activities - Effective feedback - Receiving feedback		<b>Hand in portfolios</b>
13	Group Final Project: - Expand prof. Portfolio - Performance tracking - Reflection	Practice presentations		Issue final project - teams - subject - initial planning	Presentation topics discussed - Communication - Leadership - Solution - Project management - Reflection in practice	
14		Project work Presentation planning				
15						
16	<b>Final presentations</b>					