

INFO 1003 PROFESSIONAL PRACTICE, COMMUNICATION AND ETHICS

Credit Points 10

Coordinator Heidi Bjering (https://directory.westernsydney.edu.au/search/name/Heidi_Bjering/)

Description Working in ICT business environments requires awareness of how individuals can collaborate to achieve project goals in an ethical and professional way. This subject introduces students to concepts of professional behaviour, including ethics and professional conduct and associated industry behavioural codes, as well as legal aspects related to ICT. Students learn about various types of written and oral communication, professional behaviour when working in teams, and personal project management. In addition, the subject also introduces students to academic integrity and how to practice this during their degree. Students with professional practice skills combined with technical abilities are in high demand.

School Computer, Data & Math Sciences

Discipline Information Technology, Not Elsewhere Classified.

Student Contribution Band HECS Band 2 10cp

Check your HECS Band contribution amount via the Fees (https://www.westernsydney.edu.au/currentstudents/current_students/fees/) page.

Level Undergraduate Level 1 subject

Equivalent Subjects COMM 1026 Principles of Professional Communication 1

Learning Outcomes

1. Describe ethics and professional code of conduct associated with the professions related to computing and Information & Communications Technologies (ICT)
2. Communicate in a professional manner among team members and with external stakeholders
3. Demonstrate good written communication skills, including academic and professional writing styles
4. Use project management skills to plan, schedule and manage ongoing activities as an individual and as a team
5. Manage team dynamics that involves working with people of varying skill levels, from different work/life experiences and diverse cultural backgrounds
6. Demonstrate knowledge and practice of academic integrity and how it links to professional integrity
7. Articulate the concepts related to legal aspects of IT, including intellectual property, security and privacy of information, and IT regulatory compliance

Subject Content

- What is a professional, and what are the various professional roles and relationships within IT.
- Ethics as a professional
- Professional Codes (Codes of ethics, professional conduct, and professional practice)
- Communication

- Oral communication and presentation skills
- Written communication (including professional and academic writing)
- Professional communication in online communities
- Managing a team and project and the importance of communication
 - Teamwork, professional behaviour and team communication
 - Creating a work breakdown structure, estimating time, allocating tasks, and preparing schedules
 - Preparing agendas and minutes
 - Resolving conflict
- The importance of shared understanding within a team and within an organisation
- Personal project management
- Academic integrity, how to practice this and expectations at university
- Legal aspects of IT, including intellectual property, security and privacy of information and IT regulatory compliance
- Equity, access, and cultural awareness considerations in IT

Assessment

The following table summarises the standard assessment tasks for this subject. Please note this is a guide only. Assessment tasks are regularly updated, where there is a difference your Learning Guide takes precedence.

Type	Length	Percent	Threshold	Individual/Group Task
Portfolio	3 x submissions (6-8 pages each)	40	N	Individual
Report	Report (15-20 pages) Presentation (10 minutes)	30	N	Group
Final Exam	1 hour	30	Y	Individual

Prescribed Texts

- Mcdermid, D. (Ed.). (2008). *Ethics in ICT : An Australian perspective*. Pearson Education Australia.

Teaching Periods

Autumn (2023)

Campbelltown

On-site

Subject Contact Heidi Bjering (https://directory.westernsydney.edu.au/search/name/Heidi_Bjering/)

View timetable (https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=INFO1003_23-AUT_CA_1#subjects)

Penrith (Kingswood)

On-site

Subject Contact Heidi Bjering (https://directory.westernsydney.edu.au/search/name/Heidi_Bjering/)

View timetable (https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=INFO1003_23-AUT_KW_1#subjects)

Melbourne

On-site

Subject Contact Heidi Bjering ([https://directory.westernsydney.edu.au/search/name/Heidi Bjering/](https://directory.westernsydney.edu.au/search/name/Heidi%20Bjering/))

View timetable (https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=INFO1003_23-AUT_MB_1#subjects)

Parramatta - Victoria Rd

On-site

Subject Contact Heidi Bjering ([https://directory.westernsydney.edu.au/search/name/Heidi Bjering/](https://directory.westernsydney.edu.au/search/name/Heidi%20Bjering/))

View timetable (https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=INFO1003_23-AUT_PS_1#subjects)

Sydney City Campus - Term 2 (2023)

Sydney City

On-site

Subject Contact Heidi Bjering ([https://directory.westernsydney.edu.au/search/name/Heidi Bjering/](https://directory.westernsydney.edu.au/search/name/Heidi%20Bjering/))

View timetable (https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=INFO1003_23-SC2_SC_1#subjects)

Spring (2023)

Melbourne

On-site

Subject Contact Heidi Bjering ([https://directory.westernsydney.edu.au/search/name/Heidi Bjering/](https://directory.westernsydney.edu.au/search/name/Heidi%20Bjering/))

View timetable (https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=INFO1003_23-SPR_MB_1#subjects)

Sydney City Campus - Term 3 (2023)

Sydney City

On-site

Subject Contact Heidi Bjering ([https://directory.westernsydney.edu.au/search/name/Heidi Bjering/](https://directory.westernsydney.edu.au/search/name/Heidi%20Bjering/))

View timetable (https://classregistration.westernsydney.edu.au/odd/timetable/?subject_code=INFO1003_23-SC3_SC_1#subjects)