ACADEMIC SKILLS FOR INFORMATION COMMUNICATIONS TECHNOLOGY

700205/900100

2018

UNIT OUTLINE
### Unit name
Academic Skills for Information Communications Technology

### Unit number
700205/900100

### Coordinator
Dr Buddhima De Silva

### Session
2018.3

### Handbook summary
This unit is designed to assist students to become successful, independent, reflective learners. It introduces students to a range of theories and concepts to facilitate the development of practical skills and personal attitudes necessary for success in tertiary study. Emphasis is placed on developing the key competencies required to be successful in an ICT course: research, analysis, problem-solving, communication and teamwork.

### Credit point value
10

### Prerequisite/s
Nil

### Corequisite/s
Nil

### Unit incompatible with and not to be counted for credit with
N/A

### Unit level
700205 — Level Z – Non-award preparatory unit
900100 — University Foundation Studies

### Attendance requirements
Students are expected to attend at least 80% of classes. Educational research consistently demonstrates that this attendance level is associated with a high likelihood of achieving a passing grade.

### Enrolment restrictions
700205 — only available to students enrolled at The College
900100 — only available to students enrolled in Foundation Studies courses at The College

### Learning outcomes
On successful completion of this unit, students should be able to:

1. identify effective study skills and strategies to overcome major challenges of tertiary study
2. locate and use information technology systems and educational technologies to support learning and assessment
3. demonstrate competency in the use of the following Microsoft applications and HTML:
   a. Word
   b. Excel
   c. PowerPoint
   d. HTML
4. identify and describe the basic components and concepts of...
5. demonstrate an understanding of essential skills and knowledge required for ICT such as research skills, problem solving skills, analysis skills, communication skills and working in a team, and
6. demonstrate understanding of different career paths in ICT.

Unit content
In this unit students will learn about:
- Academic skills for success at tertiary level
- Microsoft applications: Word, Excel, PowerPoint
- Introduction to HTML
- What is ICT? Basic components and concepts of ICT such as main components of IT, computer networking and internetworking, key security issues of IT, social, ethical and privacy issues relating to computing
- ICT career paths

Mode of delivery
This unit consists of two three-hour workshops each week, as well as online activities via the unit’s vUWS site.

Online learning requirements

Essential requirements

Essential text[s]:

Further resources:
- Crowther, S 2015, Lifestyles for learning: The essential guide for college students and the people who love them, Skyhorse Publishing, La Vergne, TN, USA.
- Latham, GP & Locke, EA 2013, New developments in goal setting and task performance, Ringgold Inc.
- Oakley, B 2014, A mind for numbers: how to excel at math and science (even if you flunked algebra), TarcherPerigee.
# ASSESSMENT ITEMS AND WEIGHTING

Assessment for this unit will be based on the following components:

<table>
<thead>
<tr>
<th>Task</th>
<th>Weighting</th>
<th>Learning outcomes assessed</th>
<th>Mandatory task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In-class quiz (online) x 3 (multiple-choice, 5% and 20 minutes each)</td>
<td>15%</td>
<td>1–2, 4</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Portfolio (three activities)</td>
<td>45%</td>
<td>1–3, 5–6</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Group project report (1500 words)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Part A: Background research related to a given topic (10%)</td>
<td>30%</td>
<td>2–5</td>
<td>Yes</td>
</tr>
<tr>
<td>b. Part B: Final report (20%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Presentation (in-class, 3–5 minutes)</td>
<td>10%</td>
<td>1–2, 3c, 5</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For details of assessment due dates, please refer to the learning guide for this unit.

All marks will be determined in accordance with The College Assessment Policy.

All assessment tasks are mandatory unless otherwise specified. Should a student fail to attempt/submit the first formal assessment task in a unit, they will be deemed to be at risk and will need to follow an intervention plan in order not to receive a Fail Non-Submission (FNS) grade. However, failure to attempt/submit all other mandatory assessment tasks will result in an immediate FNS grade for the unit.

In order to pass this unit, students must:

- submit/attempts all the assessment tasks, and
- obtain a minimum overall mark of 50%.

Successful completion of this unit will not be counted for academic credit in any future studies at Western Sydney University.