

# INFO 0001 ACADEMIC SKILLS FOR INFORMATION COMMUNICATIONS TECHNOLOGY (WSTC PREP)

**Credit Points** 10

**Legacy Code** 700205

**Coordinator** Frank Gutierrez ([https://directory.westernsydney.edu.au/search/name/Frank Gutierrez/](https://directory.westernsydney.edu.au/search/name/Frank%20Gutierrez/))

**Description** This subject 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 of scientific inquiry - collecting, analysing, organising and communicating information as well as solving problems, particularly when related to using mathematical ideas and techniques.

**School** Western Sydney The College

**Discipline** Information Technology, Not Elsewhere Classified.

**Student Contribution Band** HECS Band 2 10cp

Check your fees via the Fees ([https://www.westernsydney.edu.au/currentstudents/current\\_students/fees/](https://www.westernsydney.edu.au/currentstudents/current_students/fees/)) page.

**Level** Undergraduate Level 0 Preparatory subject

## Restrictions

Students must be enrolled at Western Sydney University, The College.

## Learning Outcomes

On successful completion of this subject, 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 & HTML: Word, Excel, PowerPoint, HTML
4. Identify and describe the basic components and concepts of Information Technology.
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.
6. Demonstrate understanding of different career paths in ICT.

## Subject Content

Topic 1: Academic skills for success at tertiary level

Topic 2: Microsoft Applications - MS Word, MS Excel, MS Powerpoint

Topic 3: Introduction to HTML

Topic 4: What is ICT? Basic components & concepts of ICT such as main components of IT, computer Networking & internetworking, key security issues of IT, social, ethical and privacy issues relating to computing.

Topic 5: ICT Career paths

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Topic 5: ICT Career paths

## 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	Mandatory
Quiz	20 minutes	10	N	Individual	N
Presentatio	6 minutes	30	N	Individual	N
Report	500 words per student	30	N	Group	N
Portfolio	600 words	30	N	Individual	N