

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 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 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 HECS Band contribution amount via the 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

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

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.

Item	Length	Percent	Threshold	Individual/Group Task
Multiple Choice	20 minutes each	15%	N	Individual
Portfolio	3 Activities	45%	N	Individual
Report	Report 1,500 words	30%	N	Group
Presentation	Presentation: 3-5 minutes	10%	N	Individual

Teaching Periods

Term 1

Nirimba Education Precinct

Day

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

View timetable (https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=INFO0001_22-T1_BL_D#subjects)

Term 3

Nirimba Education Precinct

Day

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

View timetable (https://classregistration.westernsydney.edu.au/even/timetable/?subject_code=INFO0001_22-T3_BL_D#subjects)