

ACCC4000 ACADEMIC AND EMPLOYABILITY SKILLS (Level 4 - Term 1)

Week No	TOPICS
Week 1	Introduction to Personal & Professional Development • <i>Identifying Academic Skills</i> • <i>Identifying Employability Skills</i> Exercise: PDP plan and skills testing questionnaire
Week 2	SWOT analysis • <i>Identifying and analysing skills in relation to “dream job”</i> • <i>choosing the right jobs and employers</i> • <i>Evaluating skills</i>
Week 3	How to do presentation • <i>PowerPoint presentation</i> • <i>Verbal presentation</i> Exercise: PowerPoint presentation on SWOT
Week 4	Research skills and Referencing • <i>How to search information for academic work</i> • <i>How to identify credible sources</i> • <i>How to present information</i> • <i>Harvard referencing</i>
Week 5	Academic and Professional writing • <i>Assignment workshop</i> • <i>Planning and structuring reports</i>
Week 6	Academic and Professional writing • <i>Sentence structure and paragraphs</i>
Week 7	Academic and Professional writing • <i>Paraphrasing</i> • <i>Summarising</i>
Week 8	Time management and Organising text • <i>Organising text</i>

	• <i>Organising space and resources,</i> • <i>Positive attitude and emotional intelligence,</i> • <i>Managing change and stress management</i>
Week 9	Backup strategy • <i>Data backup strategies</i>
Week 10	Critical and Analytical thinking skills • <i>Analytical thinking skills</i> • <i>Critical thinking skills</i>