



ACADEMIC AND EMPLOYABILITY SKILLS (ACCC4000_LON)

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1 Introduction

In this report I will go on to speak about myself, I will describe my plans and the goals I have in long-term and short-term life, I will talk about the most requested skills in the workplace and academics, how to organize the time and safeguard personal data and also of the PowerPoint presentation activity during the course.

2 Brief personal overview of myself

My name is Tawhid Ahmed. I was born seventh of October in 1996. I spent my first three years in Dhaka, Bangladesh, and then I moved in Valenzano a small city of Italy with my mother and my sister, my father used to live there from 1990. I have done my study until certification of 'Diploma di Maturita' in a high school called 'Liceo Cablato Cartesio' in a city called Triggiano. I was a boy scout for 2007 until 2015, I have learned a lot of stuff and made a lot of friends, my hobbies are collect foreign coin, watch film, especially science fiction Marvel DC comics film, play football and use bike. In January of 2017, I moved in London and started a job in 'Haandi restaurant', after a few months I changed work and started a new one in Starbucks Company. In June 2018, I started study in Cloud Computing in University of Wales Trinity Saint David, it is a London campus in Oval. I am a complex type of person, I behave and I feel differently, it depends on the different situation and the people around me. I am a reliable, loyal, fun person with my friends, when I have divergences that have accumulated inside of me I become a bit irascible and impulsive. In the moments when I have no worries of any kind, I am enthusiastic about anything, extremely active; on the contrary, any small setback makes me nervous. In general, I am a serious and a bit shy person, I do not like being the centre of attention and this often leads people not to understand me.

3 PowerPoint presentation

During the course of academic and employability skill, we made a PowerPoint presentation (fig. 1). In which we talked briefly about ourselves, about the various skills needed in the work and academic field, our long-term and short-term personal development plans, we talked about what success means for us what are our goals for life, for university, for work and who are our influences.

3.1 Key points learnt

From the review of the presentation, we learned some key points for how to do an academic presentation, like summarize the topics in bullet point, describe the topics in detail and not generalize, use an academic vocabulary.

4 Skills required for successful

There are many types of skills, that we can have from an early age or that we can develop with time and hard work, but in the work and academic field, there are skills that are more useful and more requested.

4.1 Academic skills

There are four important academic skills: reading, writing, referencing and note taking.

One of the main academic skills is to read. This means proceeding with the eyes on a written or printed text, understanding the graphic signs corresponding to certain sounds and forming the words and phrases that make up the text. So you have the ability to absorb and understand content, which is an essential skill for every student, who fail to read effectively cannot grasp important concepts. In the academic field, it is important to read critically, to understand the material and implement what has been learned.

The nature of phonological processing and its causal role in the acquisition of reading skills. Wagner, Richard K., and Joseph K. Torgesen (1987).

Writing on an academic level means representing on paper the graphic signs belonging to a writing system, and which symbolize phonemes, words, ideas, thoughts, and numbers. In the academic field, it is necessary to write in a formal way, varying words and avoiding colloquial expressions and slang, to use a correct grammar and the right spelling, without any objective comments or judgments. It must also present a correct structure of sentences and periods, a logical presentation of concepts with introduction, body and conclusion, including arguments that support theses.

"Training writing skills: A cognitive developmental perspective." Kellogg, Ronald T.(2008).

When using ideas or research from other sources such as articles, magazines, and websites to analyse or criticize a certain work, we need to quote the author. You are committing plagiarism because you are pretending it is your own idea. In the academic field, this is important to safeguard the work of the authors. To avoid plagiarism you need to refer, paraphrase the topics read or rewrite them with your own words if you copy more than three words then put them in quotes.

"Scaffolding academic integrity: Creating a learning context for teaching referencing skills. Emerson, Lisa, Malcolm T. Rees, and Bruce MacKay. (2005).

Taking notes means listening to the lessons and marking the fundamental concepts, this also includes writing the most important dates and names. Avoiding prepositions and conjunctions and using abbreviations to be faster, rewrite concepts in the right words and highlight the main topics in capital letters. It is also important to use a good calligraphy to be able to review the notes in a clear way later and use collared markers to highlight the visual memory.

"Differences in the note-taking skills of students with high achievement, average achievement, and learning disabilities." Boyle, Joseph R., and Gina A. Forchelli. (2014).

4.2 Employability skills

There are four important Employability skills: team-working, communication, problem-solving and perseverance and motivation.

The team-working means the ability to work with a group in a coordinated way for the realization of a project, each member is responsible for a task, in work group, it is important to share opinions, ideas, suggestions and advice to facilitate the work and increase its quality. In a team is important to evaluate the ability of each individual to increase productivity. A fundamental part of group work is to help others and guide them in times of difficulty.

"Undergraduate perceptions of the development of team-working skills." Jackson, Denise, Ruth Sibson, and Linda Riebe. (2014).

Communication skills are composed of various factors such as listening, verbal and non-verbal communication. for listening we understand the need to feel careful what others say, ask for further explanations and re-propose what has just been said to confirm that you have understood correctly. Non-verbal communication means the body language, this includes an open and relaxed posture, eye contact and hand gestures. Verbal communication means a friendly tone and different voice based on situations, a rich vocabulary and to be as clear as possible when speaking.

"Key communication skills and how to acquire them." Maguire, Peter, and Carolyn Pitceathly (2002).

Problem-solving is one of the most used skills at work to cope with problems for corporate clients and other customers. This ability consists in identifying the problem that can be small or large, easy or difficult, simple or complex. The next step is to find alternatives that could compensate, then you have to evaluate the alternatives found to compare them and find the various merits and defects and at the end, after calculating the possible consequences you just need to implement the solution.

"Cognitive problem-solving skills training and parent management training in the treatment of antisocial behavior in children." Kazdin, Alan E., Todd C. Siegel, and Debra Bass. (1992).

Having perseverance and motivation skills means having a clear and precise purpose and an intention to achieve it. It also means to make a long-term program, a mentality that is not discouraged by negative experiences and bad results, for this ability it would be useful to have someone with whom you encourage and help you to follow the goals that you can reciprocate the help doing the same.

"Pride and perseverance: the motivational role of pride." Williams, Lisa A., and David DeSteno. (2008).

4.3 Self-evaluation

I am a student who has some difficulties with writing and reading skills, because I am dyslexic. When I have to read long articles, I get bored, I cannot stay completely focused for this I cannot get all the information. For writing I have problems with grammar, many times I know the rules but I make mistake without realizing it, but I always try to give the best, it becomes easier if someone else reads the text and I use the computer corrector to find the spelling and grammar errors. During the lessons, I always take note of key concepts to remember them better and during the study at home, I use markers to highlight what I have to remember more. I often use the internet and most of the time to look for information on certain topics, of which I cannot remember everything but the basic concept. For the work skills, I have a good problem solving, except in times when I am under pressure, I can work well in the group but I have difficulty in directing teamwork, my communication skills are at basic levels except in times when I am a nervous start to stay silent. I am a type that has specific goals for the short term, in fact, I can reach them for most of the time, but in a long time, I do not fully understand what my ambitions are.

5 Short term and long term goals

Now I am a person who is working part-time in a Starbucks as a supervisor and I am studying cloud computing at the university. I am forced to organize myself to give the right time to each of these two things and I must also find the time to do household chores, I can get away from it except sometimes when there are unexpected events, so I find myself having to reorganize the time for the various duties. My weaknesses at work at the Starbucks are that I have difficulty when I have to work under pressure, my ability to find a solution to problems decreases. During group work, I should give orders to others to complete the tasks assigned, but I often avoid giving orders because I do not feel confident about the decisions, so I prefer to complete the job on my own. My goal for the study is to graduate but even before that, there is to learn as best as possible the technical skills in the informatics technology.

My interest is to find jobs in the computer field, which give me the opportunity to work with various development programs and develop various types of computer skills, specifically I am interested in becoming an SQL server developer. Now I am working at a coffee shop. I would like to have other jobs parallel to computer science to develop other skills because since I was a child I was a person who had many interests, like music and even studies. This two are my long term goals, for short-term goals I want to become a better supervisor and improve my programming ability. However, I always have problems during the interviews working because I feel nervous and unsafe of me that leads me to express myself in an incorrect way for this not always able to make me understand. For this purpose, I need to develop familiarity with the programming language SQL and other widely used programs like Python, C++. For non-IT jobs, I need to improve the security in me to deal with job interviews, improve communication skills and the ability to work under pressure and coordinate group work.

5.1 Action plan

To become an expert with python I need to follow the lessons offered by the university and watch video tutorials at home. Same thing also applies to the C++ program, for other programs like SQL I would need to follow online courses but also follow a real course that gives me a certificate to prove I can use this programming language. To improve the talks I have to speak more often in public and improve confidence in myself, and for every new interview I have to keep a record of what went well and I have to improve. I can increase my ability to work under pressure only with time, often working under stress trying to stay calm, for group work I need to get to know my colleagues better and have more confidence in them for carrying out with the task.

The resources I need to learn programming languages are time, internet access, money to follow live courses, teachers' help in having some more explanation. For interviews, I would need time to practice, access the internet to look for interviews, to improve at work I need time and support from my manager and my colleagues. I intend to develop my technical skills and communication skills in a year, after doing this I will devote myself to acquire new skills while continuing to improve what I already have. I need the support of my parents who motivate me to continue and in case of need give me financial support. Also the help and cooperation of my work colleagues and the support of my friends who can help me in times of difficulty in which I am unmotivated to continue and in particular the presence of my cousin who inspires me to improve myself. Every two months I see what my goals are and how I managed to get on with my program.

6 Looking after data

To take care of your data you need to backup. There are three types of backups, the first is a Full backup, which consists of making a full backup of all files such as photo video documents and more and of the operating system, and this process takes a long time. The second is Differential backup, it consists in making a first Full backup and in the following moments save the new changes, to restore you need the full backup and all the backups that were made in the following moments. The third is Incremental backup, motorbike similar to the second, this needs a first full backup and then saves the various changes, when you want to restore, and you need the first full backup and the last Incremental backup. Then there are backup services offered free by Microsoft as Microsoft one drive, or there are also online backup services like Macrium Reflect that give a free basic service, for a more convenient service you need to make a subscription, the latter is good for companies that they cannot afford to lose data, which would cause them great economic damage.

6.1 Backup strategy

I use different types of backups in Cloud storage. For example, use Dropbox for files in mp3 format, iTunes for backing up music and photos on mobile, iCloud to save music videos and photos from mobile phones and tablets, Google drive to save documents and photos from your computer, lastly Google photo to save photos from Android devices. For External data storage I use a hard drive for the full backup of my laptop, I use a series of USB keys, SD memory card and micro SD to save photos and videos taken by digital cameras and camcorders and any files sent by friends and relatives. I used to saving copies of my files on my sister's computer.

6.2 Possible disaster

Potential disasters for data are lost the computer or stolen, virus or other malware infection, damaging water, fire or other natural disasters. The effects would be the loss of important and expensive data like video hole or other documents such as certificates etc ...

To restore data if you have saved in some cloud site just click on restore, for devices like hard drive must be connected to the computer and press restore, while from the USB keys you just need to enter them into the computer and copy the data.

6.3 Cryptowall virus

One of the problems, which is more difficult to cope with, is the presence of Cryptowall, these are Trojan horses that capture the data of the victims by entering their cloud systems and encoding the data, in exchange for the decryption of the victim's data, these malicious people ask for a redemption in cash. To cope with this type of problem you need to have a strong antivirus always updated and always make a backup of data on physical devices such as hard drive.

7 Time management and organisation

We live in a very hectic world always changing. It is difficult to keep in mind all the appointments and lists that we have every day many times, for help we get the technology. I write the shopping list on a block notes in the phone, I write on the calendar for any exams, visits to the doctor, interviews for work or special meetings as friends or relatives who will come to see me, I always do the photo of the hours in which I have to work. At the beginning of the week, I do a schedule of when I have to work, go to university and do household chores.

8 Conclusion & Evaluation

In this report, I talked about my PDP where I described where I am now doing my own analysis, setting my long-term and short-term goals, researching the skills I need, deciding what I have to do and the resources I have the need. During the various lessons, I found very interesting methods to take note, in particular, the mental maps that are very schematic and useful, an area that I recommend to deepen for future studies are the understanding of the various learning methods.

9 Reference

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Appendices

Figure 1: PowerPoint made during Academic and Employability skills curse, front page



Figure 2: self-presentation

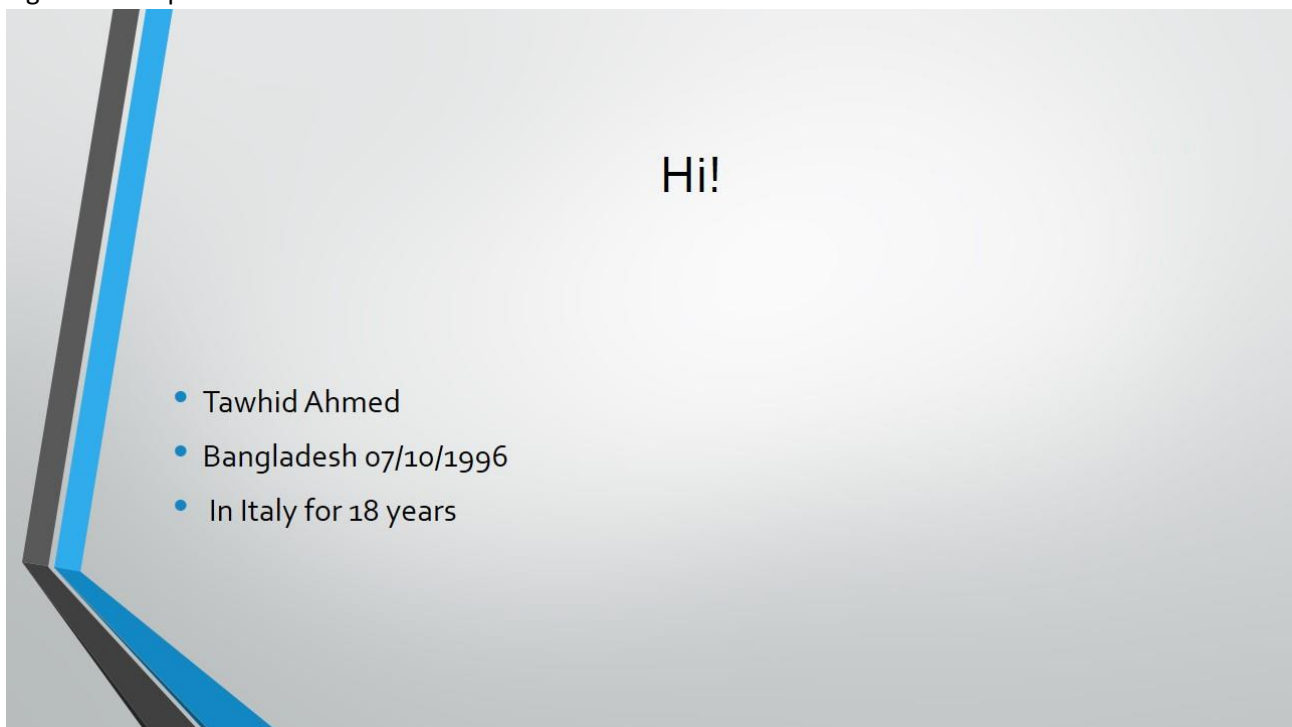


Figure 3: 5 employability skills

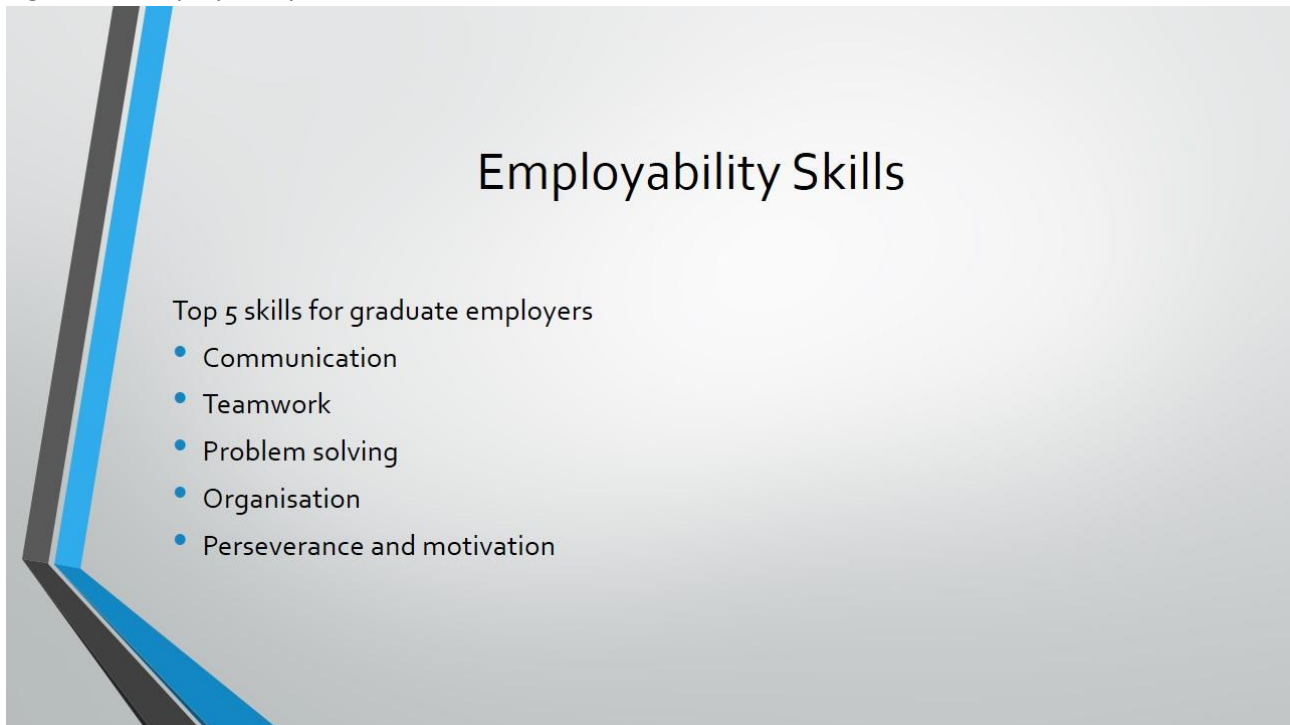


Figure 4: 5 academic skills

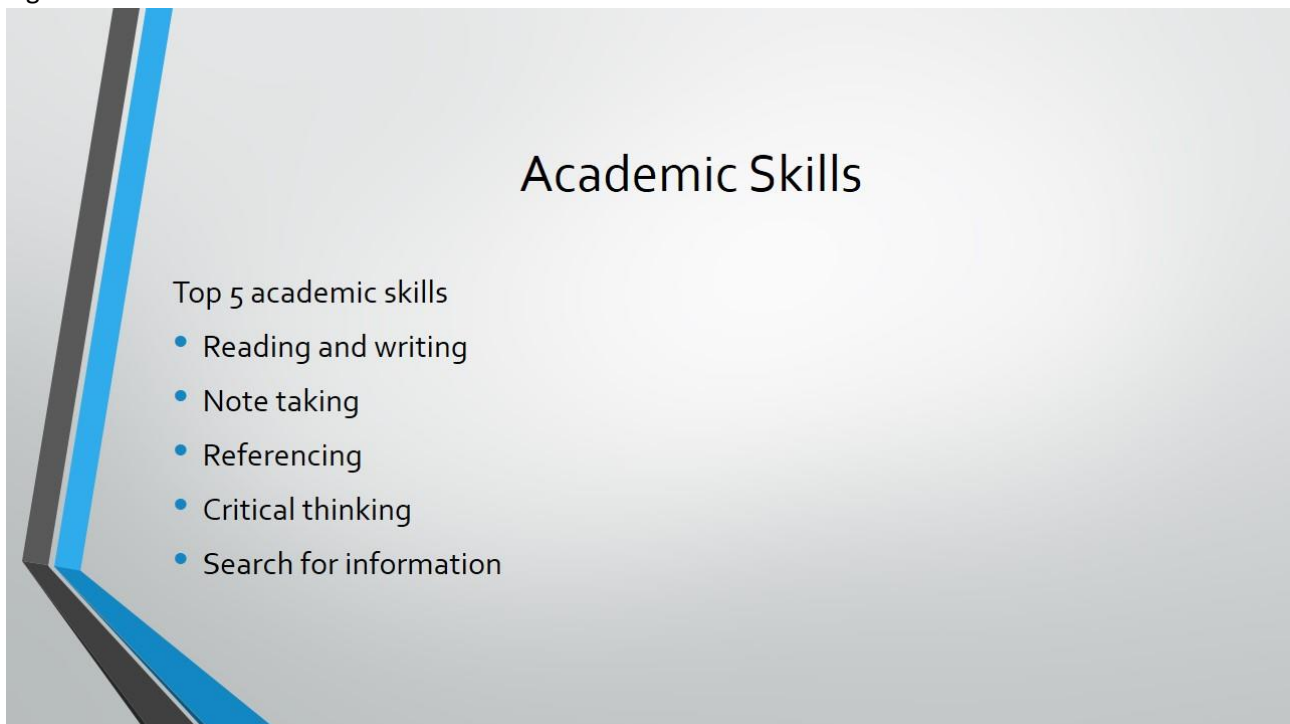


Figure 5: general PDP



Figure 6: Short-term plan

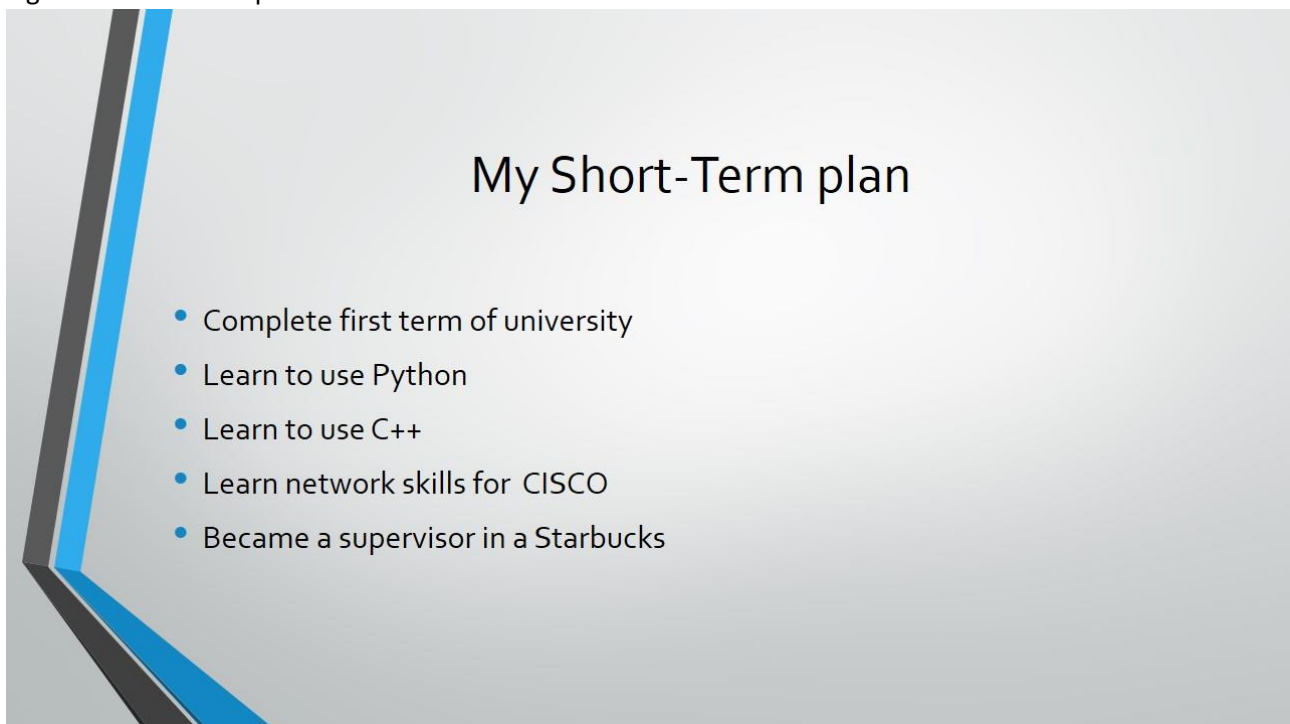


Figure 7: Long-term plan



Figure 8: Success and Ambitions

