

Assessment Summary
Academic & Employability Skills
ACCC4000

Student ID:1804565

Molner Thomas

28.08.2018

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Section 1: Introduction

My name is Thomas Molner, and I am currently living in London. I came in this country in May 2016 because i wanted to try something different, because I am from is a small city and I don't have possibility to explore the world. I tried to be the best being supported by my

parents. When I was in high school I really liked the Information Technology profile and then I was interested to discover as much information about technology. Whilst learning on the IT I have gained a good insight into computing which has improved my confidence in planning, writing, programming, design and communication skills related to computing.

When I found the materials of your university, I was very delighted to find the opportunity to spend 3 years learning Computing Technologies at the University of Wales Trinity Saint David. This course I thought it was my opportunity to do what I really like and are determined me to give everything I can from me to be the best. Family having as main supporter.

I would often go out to play basketball outside which is my hobby, I understand the importance of having time to relax. Another one is of my hobbies that I try to make time for is taking photos and reading. I am hard working, responsible, ambitious, enthusiastic but most off all friendly, sociable and highly motivated. I am ready to share my experience and learn from others.

I choose University of Wales Trinity Saint David because this course has enabled me to improve my communications skills whilst working in groups. This course also will help me to improve my skills in English and also in the use of computers. I have always been curious and passionate about the technology in general, so I think this course will help me in finding a job in the future but also satisfy my curiosity about the computer. In this course I will learn new things, which are very practical, I only heard about it, so I'm really excited.

Section 2: Skills Evaluation

I will explain how you can become successful and how to create your perfect list for your personal development plan. In the first step you need to know exactly what this is mean, and for me the personal development planning is the process for self analysis, goal setting, research yourself better, making good decision, resources and you need to make deadline after that you can start execution the plan and the final step it's revision. You need to evaluate yourself after you're done the list to see how much you've done.

To discover yourself much better and to see what is your personality you can try some exercise. For example i did "Kolb's Learning Styles" to find my own learning style by completing and scoring a questionnaire. This "Kolb's Learning Styles" have been adapted by two management development, Peter Honey and Alan Mumford.

My result to find my learning styles I had two very close answers to two-point difference, the final answer was "Pragmatist" and the another one was "Reflector".

Definition of "pragmatist" from the Cambridge Dictionary is *"an approach to problems and situations that is based onpractical solutions "*. They respond to problems and opportunities 'as a challenge' because they like to work in practice. They are most the time positively and take this like a challenge and they are searching new ideas for solving problems. Their philosophy is : *'There is always a better way' and ' If it works it's good'.*

Because the difference was only two-points in mine case i will speak what it's meaning "reflector" learning style descriptions. They like to observe people from many different perspectives before making any conclusion. They collect data, information and they prefer to take a back seat in meetings just because have a good vision about another. Their philosophy is to be cautious.

My professional goal is to graduate from UWTSD with excellent prospects in the computing. I plan to become a web designer and have

good skills in attention to details, teamwork, team leading, problem solving and communication skills. Technical skills are practical, and often relate to mechanical, information technology, mathematical, or scientific tasks. Some examples include knowledge of programming languages, mechanical equipment, or tools.

Section 3: Action Plans

I create two list with my goals, one it's for short term and another it's my list for long term. You need to have a destination for exemple you are in the present let's say it's point A and you want to go in the point B what mean it's the future. In the first step you need to know what it's your plan for the point A because you can't go in the point B without knowing what you want to do in the present.

You will found in appendices my presentation with name "Self Introduction" and i hope you can see my goals, my personal development plan and a little bit about me.

My short term list is : to become more productive; read more; become more resilient; ignore your limitations; share yourself; make better decisions.

My long term list is: learn a new skill; start a business; go on vacation; finish university; start a family; increase your level of fitness.

I think everyone have a quotes from a test or a speech but mine is "*A dream is just a dream. A goal is a dream with a plan and a deadline*" by Harvey Mackey.

When you want to create your personal development plan you need to do this thing before:

1. Self Analysis
2. Goal Setting

3. Research
4. Decision-Making
5. Action Items
6. Resources
7. Deadlines
8. Execution
9. Revision
10. Tracking

In the appendices I insert a picture with personal development plan a circle plan for action with name “PDP Circle” because how I said before you need to know how to make your plan and from where you need to start and how to action.

Section 4: Application

Looking after your data

Data backup it is an exact copy if you take the simplest definition. If we are referring to copies files from your personal computer, cloud storage and external data storage and creating a backup of original content means having that data saved in two places, but we need to be sure it's not on the same device.

For example: if you have 3 copies of working document on your personal computer, if your computer crashes, you will still lose all there. Backup don't have to be hard or confusing.

In your personal computers;

In the first place we need to ask: Why do you need backup?

Any personal documents, photos, home videos, and any other data on your computer should be backed up regularly. Those can never be replaced and if you've lost your work you don't have to do all that work again.

In your cloud storage systems;

In the second part if you want to ensure your files stay safe, you can back them up to the internet. You can find online many cloud storage like: Dropbox, Google Drive, Microsoft OneDrive, or a similar cloud storage service.

This is make automatically to your online account and to your other PCs. The positive part is: this is fast, easy and free in many cases, and if it's online you can loss.

But the negative part is: they will give you free only few gigabytes of space, so this only works if you have a small number of files, or if you want extra storage you need to pay. This can be simpler or complicated but depending on the files you want to backup.

External data storage systems.

You can aslo use an external hard drive to create an archive of your changed and delete files. An external storage device can be removable or non-removable, temporary or permanent, and accessible over wired on wireless.

The positive part is: Backup it's cheap and fast.

The negative part is: If your house get robbed your backup can be lost.

Types of storage: External HHD; Optane solid-state drive; Linear Tape-drive and media; Cd or USB.

How your backup strategy would cope with each scenario?

Step 1. Assessing your company's backup.

- You need the ability to recover data;
- You need to keep service available to clients;
- You need to backup files, operating systems.

Step 2. To find the best backup strategy.

- You can backup your data to local or USB;
- You can use Networks Storage Are;
- You can use cloud storage.

Cryptowall Virus

What is cryptowall virus? First it was set up in 2014 and since then the system has been updating more and more and making it hard to remove. Cryptowall it is similar with Ransomware that encrypts files on the computer which asks users to pay money to unlock their computers.

What are the potential threats of cryptowall virus upon your data?

1. Keep your computer patched and up to date.

They use vulnerabilities to access the software, it depends on us how we leave those vulnerabilities.

2. Use an anti-virus scanner.

An antivirus can be a solution only if it is upgraded regularly and they protect us from several types of malware attacks.

3. Use a firewall.

A local firewall can protect you from some connections that malware uses like to the Command and Control server.

4. Don't click the links.

Don't click or download files from suspicious emails, because it's like you are inviting the cybercriminal into your home.

5. Practice safe browsing habits.

Make sure your browser is up to date, use the most encryption you can, and turn off JavaScript by default.

6. Backup your files.

Keep a backup copy of your files, you can use online cloud storage or USB hard drive to backup your important files.

In the section 6 you will be able to see my PowerPoint Presentation named "Backup" which I made about data backup, how can you protect your data, and at the end about cryptowall virus, what it is this virus and how you can protect your data.

Time management and organisation.

What is time management? *"Time management is not very difficult as a concept, but it's surprisingly hard to do in practice"* . Refers to the way that you organize and plan how long you spend on specific activities.

Time management skills it's different for each person and you need to find which one it's best for you. You can have eff I'll show you how you can improve your time management skills.

1. Make a list if you like making list this is perfect for you. You can use list for your personal, work and home practice. When your doing the list you need to check your program and you really need to use your list if you want this to work.
2. Set deadlines, again you need to try to your best to do it and no push back. You need to try to set your deadline before the task absolutely has to be done.
3. Stop multi-tasking, it's not efficient mode but our mind it's working much better when we are able to focus on one thing.

4. Delegate responsibilities, it's for people who like to be in control and we need to understand we can't do everything. Delegation it's a sign of intelligence, because they like to be less stressed and more productive.
5. Use your downtime, this step needs to be more difficult, because you need to have balance. You need to know how to use because you can be more stressful after that, so my research it's to be more relaxation as needed.
6. Reward yourself, this is my final part when you need to remember to enjoy your life and to be proud of you for what you have done. And you need to understand the time management it's skill and help you to make your day just a little easier. Find what you love and let this save you.

Section 5: Conclusion & Evaluation

I would like to close this talk by saying that I'm happy for being a student at this University, as I said already, it's a great opportunity to develop myself in a professional context, because of the behaviours and expectations that I will learn, and that will be very useful later on in life. I know I can achieve my goals, and my dream by being a successful Web Designer, only with perseverance, hard work, learning, studying, sacrifice and most of all, love for what I'm learning to do.

My professional goal is to graduate from UWTSD with excellent prospects in the computing. I plan to become a web designer and have good skills in attention to details, teamwork, team leading, problem solving and communication skills. Technical skills are practical, and often

relate to mechanical, information technology, mathematical, or scientific tasks. Some examples include knowledge of programming languages, mechanical equipment, or tools. for your personal development plan. In the first step you need to know exactly what this is mean, and for me the personal development planning is the process for self analysis, goal setting, research yourself better, making good decision, resources and you need to make deadline after that you can start execution the plan and the final step it's revision. You need to evaluate yourself after you're done the list to see how much you've done.

Data backup it is an exact copy if you take the simplest definition. If we are referring to copies files from your personal computer, cloud storage and external data storage and creating a backup of original content means having that data saved in two places, but we need to be sure it's not on the same device. Time management skills it's different for each person and you need to find which one it's best for you. You can have eff I'll show you how you can improve your time management skills.

Section 6: Appendices

In this section you will found my first presentation which I mentioned in Section 2 about "Self Introduction", i hope you can see my personal development plan and my list term.

Self Introduction



ACADEMIC & EMPLOYABILITY SKILLS ACC4000

SELF INTROSPECTION

THE BASICS

Molner Thomas

Hometown: Bacau, Romania

Age: 23

High school: "Sf. Iosif " National Catholic College

FAMILY

I enjoy spending time with my family as much as possible. Some things that we enjoy doing together is include camping, going out to eat and just hanging out together.

HOBBIES & ACTIVITIES



PROFESSIONAL GOALS

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MAKE A LIST

Short term list:

- become more productive;
- read more;
- become more resilient;
- ignore your limitations;
- share yourself;
- make better decisions.

Long term list:

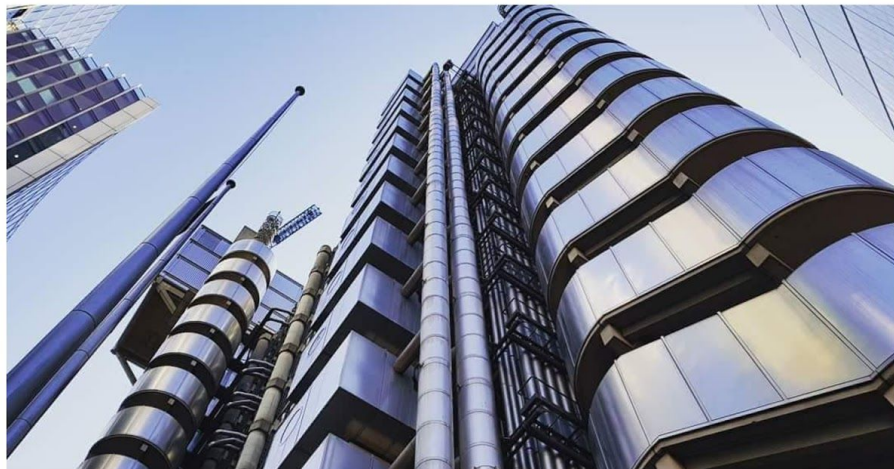
- learn a new skill;
- start a business;
- go on vacation;
- finish your study;
- star a family;
- increase your level of fitness;

IN 10 YEARS



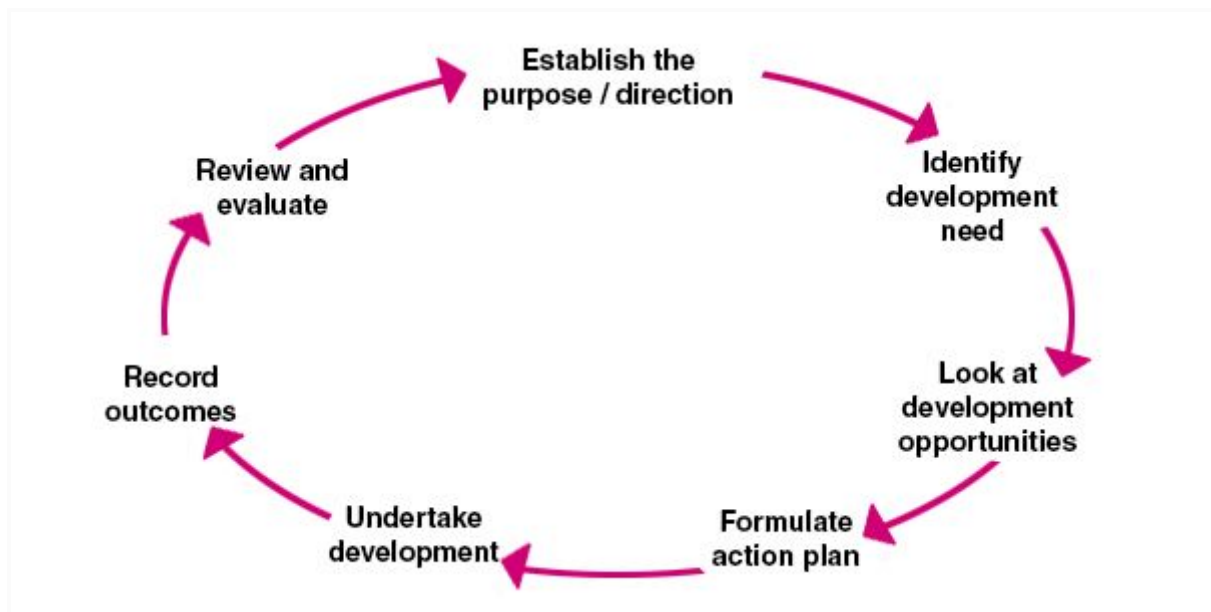
I will be happy
I will be married
I will be healthy
I will be web designer
I will have children

Thanks!



In the Section 3 i was talked about a how you can create your perfect personal development plan, and i insert a picture to see step by step, named “PDP Circle”

PDP Circle



The next presentation it is “Backup” and I mentioned in Section 4.

Backup



Academic & Employability Skills

Molner Thomas



Describe the backup strategy you created for the followings:

1. In your personal computers;
2. In your cloud storage systems;
3. External data storage systems.

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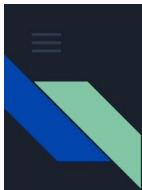
They use vulnerabilities to access the software, it depends on us how we leave those vulnerabilities.

2. Use an anti-virus scanner.

An antivirus can be a solution only if it is upgraded regularly and they protect us from several types of malware attacks.

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Make sure your browser is up to date, use the most encryption you can, and turn off JavaScript by default.

6. Backup your files.

Keep a backup copy of your files, you can use online cloud storage or USB hard drive to backup your important files.



Thank you!



The last file insert it's my LinkedIn profile, i'm proud of me because i have many experience and opportunity to meet new people and learn many new information

<https://www.linkedin.com/in/thomas-molner-35552816b> .

Thomas Molner

The Bermondsey Square Hotel

molnerthomas@gmail.com

Summary

I like to meet new people and social with them. I had the opportunity to meet new people and can I call them friends.

Experience

Night Shift Supervisor at The Bermondsey Square Hotel
October 2017 - Present

Rider at Deliveroo
February 2017 - Present

Evening Shift at George KK
February 2017 - Present

Supervisor at Mercure Hotel
April 2016 - Present

Store Assistant
January 2015 - Present

Education

University of Wales Trinity Saint David
2018 - 2021

Colegiul National Catolic "Sf. Iosif" Bacau
Humanities/Humanistic Studies

Thomas Molner

The Bermondsey Square Hotel

molnerthomas@gmail.com



[Contact Thomas on LinkedIn](#)

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- Personal development planning, By Wikipedia
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