

Reflection on Academic and Employability Skills

by Rebecca Ryall

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Introduction

A brief overview of the author's class presentation regarding themselves and their interest. It will discuss the overall success of the presentation and how some minor changes in content and delivery could have improved it to create a better PowerPoint presentation and the delivery of the presentation. The report will then discuss in-depth about the skills required to succeed in higher education and what employers are seeking from new employees. A brief view of the authors self-evaluation showing strengths and weaknesses and an action plan for life goals and e-portfolio.

Class Presentation

The author's presentation as a whole was adequate their knowledge of the subject showed a good understanding of the task that was asked of them and the area of the topic that was required. A nice range of resources were used to convey the information, the prior knowledge and experience of using Microsoft PowerPoint was shown throughout the presentation. Although there were some areas that need improving, for example, some important key points of information on the slides were missing such as the references for images used and also the locations shown in Figure 2 and Figure 3. The presentation that was given by the author was a good performance there was a couple of issues with how she conveyed herself. There was constant hand fidgeting and the author went on a partial tangent but managed to stay on topic. The tangent was relevant by making it a good insight of another view on the subject discussed. Unfortunately, the tangent wasn't meant to be presented and did distract away from the presentation its self. Figure 2 had a flaw with the title being slightly covered by one of the water droplets design on the page, making it difficult to read whilst the other sides captured the attention of the audience. The slide designs allowed the audience to not become overwhelmed with content on each slide. The design concept was to avoid lengthy amounts of text, avoid using over complicated sentences and not overusing the use of animations. This allowed the audience to read and then listen to the author as she presented a more detailed insight of the subject being shown on the specific slide.

Some Prior Knowledge

- knowledge of slide presentation software such as Microsoft PowerPoint[1]
- Keeping the audience interested
- Presenting a calm and confident character.

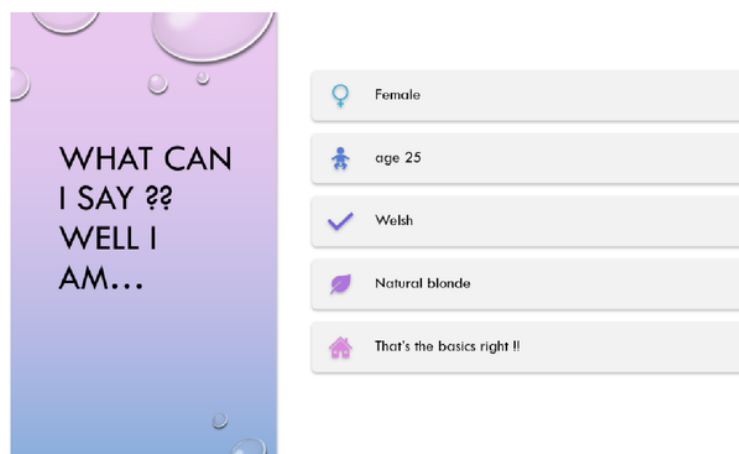


FIGURE 1 - PRESENTATION SLIDE-ABOUT AUTHOR

Presentation feedback

- display references for images used and locations either on the image slide or on a reference slide at the end of the presentation.
- check all slides for any imperfections
- Minimize the fidgeting, avoid excessive movement during the presentation
- Look at the audience, scan the audience, don't focus on one person
- Time management, practice presentation timing for slides



FIGURE 2 - PRESENTATION SLIDE – WHERE THE AUTHOR IS FROM



FIGURE 3 - PRESENTATION SLIDE – WHERE THE AUTHOR PLANS TO BE

Research into Skills Evaluation

key skills required for successful learning in Higher Education

The main thing the author felt that was most was the need to stay focused on the end goal and self-motivation, it is easy to get distracted along the way but you need to stay on track and concentrate. Being in higher education can be overwhelming but being prepared to ensure that every project is planned and organised leaving very little room for failure. To succeed you must be smart by planning ahead and setting time aside for revision, assignments and taking breaks so you don't overwork. Overworking will not help in the long run, you need to structure your studies, make short-term goals to help keep motivated. Success is different for all kinds of students[2] so there is no one way to define what success you strive for. Best way to help yourself is to set your own goals and itinerary plans for what is your strengths and weaknesses and to space out your time accordingly. This slows you to work more on the weaknesses but also putting time in the strengths to not fall behind in any subject another important thing to consider is to know you can ask for help, if your struggling don't wait till your falling behind to ask for advice or support. The higher education is designed with is in mind, of others working together to share knowledge.

Key skills Employers generally look for when seeking new personnel

Depending on the type of employment what they look for is very different although there are a few that are generic they look for a positive attitude towards the work, being punctual and keen to learn[3]. Showing the right attitude can make all the difference as most employers have said they have not hired young people because they didn't show a positive attitude[4]. Being flexible and showing resilience is a highly sort after quality that employers look for when hiring[4], showing motivation to solve any problem and excelling at handling tasks under pressure shows the employer you can handle the workload. The main quality that employers look for is the ability to perform the job its self and to be open to constructive criticism and the willingness to improve and not taking it as a setback but as an opportunity to enhance skills.

Self-Evaluation showing strengths and weaknesses, personality type

The author completed two personality tests which showed different results. One test called the Big-Five factor structure[5], the results shown below in figure 5 states the author is an extroversion the same meaning as extrovert. The English definition is "an outgoing, socially confident person." [6] but the two tests taken seem to show different results as the second test is in disagreement with the first personality test. The second personality test is titled 123test[7] their results shown in figure 6 and figure 7 display their findings as a different result. This test claims the author is an introvert which is also known as introversion, they are more known for being reserved as well as find socialising tiring and mentally draining mostly avoid large groups and enjoy their own company. The definition is "A person predominantly concerned with their own thoughts and feelings rather than with external things." [8].

While researching about both extroverts and introverts to conclude which personality test was correct a discovery was made, that when it comes to what personality traits you have it isn't black and white there's a grey area. This can be considered as something similar to a spectrum like displayed in figure 4. This shows that depending on personality traits it's possible to be both extrovert and introvert, by the results of the answers given either showing as high, medium or low in the 5 personality questions each test goes through. If your results put you in the middle of the spectrum you are an ambivert, by using this information found it can be easily understood why the two personality tests were in conflict with one another. Depending on the mood of the person while taking the test it could show different results. It's possible they could sway more towards either side of the spectrum by being more inclined to the low end or even leaning more to the high end showing different results. But if the person taking the test is already in the middle of the spectrum it's possible for them to show up as either one of them making both results accurate, due to this new information the results are supporting one another's findings under both tests instead of conflicting each other [9].

PERSONALITY-TESTING.INFO

Results summary

Your results from the IPIP Big Five Factor Markers are in the table below. The table contains a raw score and a percentile, what percent of other people who have taken this test that you score higher than.

Factor	Factor label	Raw score	Score percentile
I	Extroversion		88
II	Emotional stability		70
III	Agreeableness		56
IV	Conscientiousness		95
V	Intellect/Imagination		76

Big five personality trait scores calculated by openpsychometrics.org

Factor I was labelled as Extroversion by the developers of the IPIP-BFFM. Factor I is sometimes given other names, such as Surgency or Positive Emotionality. Individuals who score high on Factor I are outgoing and social. Individuals who score low tend to be shut ins.

Factor II is labelled as Emotional Stability. Factor II is often referred to by other names, such as Neuroticism or Negative Emotionality (in these two cases interpretations are inverted, as Neuroticism and Negative Emotionality can be thought of as the opposite of Emotional Stability).

Factor III is labelled as Agreeableness. A person high in agreeableness is friendly and optimistic. Low scorers are critical and aggressive.

Factor IV is labelled as Conscientiousness. Individuals who score high on this factor are careful and diligent. Low scorers are impulsive and disorganized.

Factor V is labelled as Intellect/Imagination. This factor is also often called Openness to Experience. People who score low tend to be traditional and conventional.

FIGURE 4 - PERSONALITY TEST ON[5]

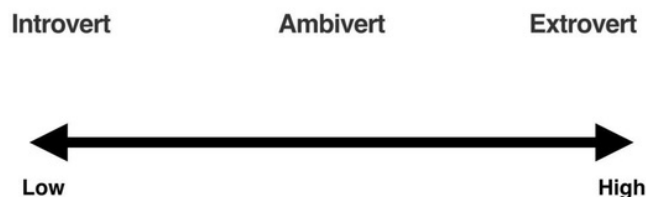


FIGURE 5 - EXTROVERSION SPECTRUM[9]

123TEST

Report information

Gender: Female
Age: 25
Test date: 2018-12-04 18:46:58

Your Jung personality report

What makes you different?

This free report describes how you prefer to: deal with and relate to people, process information, make decisions and organize your life. It gives you a good overview of your personality and behaviour. You can use this information to assess how well your personality might fit a potential employer or type of job.



Your Jung personality type

The descriptions you chose about your behaviour indicate that the Personality Type that most accurately describes you is: **Introvert-Intuitive-Thinker-Judger**

- Introverts tend to be reflective, reserved and private. A popular misconception is that Introverts are shy - this is not necessarily so. They draw their energy from their own thoughts and the time they spend alone. Introverts do not need people around them all the time.
- intuitive pay more attention to information that is imaginative and original. intuitive focus on the future.
- Thinkers make decisions using logic and impersonal analysis. They think with their heads rather than their hearts.
- Judgers prefer a lifestyle that is decisive, planned and orderly. They like a life that is organized and controlled.

An INTJ at-a-glance

You are a natural leader. You are a confident and original thinker and believe strongly in yourself. You are a strong individualist who seeks new angles or novel ways of looking at life. In general, you are an extremely capable and intelligent individual who strives to always do

FIGURE 6 - PERSONALITY TEST TWO[7]

their best and continue to move in a positive direction.

Obstacles are challenges for you. You focus on your goal, creatively develop a plan and then pour all your energy into achieving your objective. Because you get so inspired and involved in what you are doing, your energy level can be awesome to behold! Of all the Personality Types, yours is the most independently individualistic.

Inventive - inspired - persistent - creative - imaginative and determined. These are all descriptions that are likely to be used by people who know you well. Every Jung Personality type has one or two specific nicknames that concisely describe your Jung personality type, e.g. Inventor, Strategist, Protector and others.

Your probable contributions to an organization

Each Personality Type has a different set of skills, talents and attributes that they bring to an organization, group or relationship. Here is a list of those most commonly associated with Personality Types like you - INTJ.

- Has faith in his/her own inner vision which, coupled with sheer willpower, moves mountains.
- Is emphatically determined to accomplish goals and master new skills.
- Produces original thinking and is a high achiever.
- Excels at analysis: categorizes and develops strategies with accuracy and precision.
- Enjoys working in an environment where there is freedom to design future plans and visions.

FIGURE 7 - CONTINUE OF PERSONALITY TEST TWO[7]

Action Plans

Short term goals

- The complete first year of university
- Improve writing skills and punctuation
- Organise a more structured way to revise for a test
- Stay on top of all university work e.g. assignment and revision

Long-term goals

- Travel the world (go to the Capital of every country)
- Complete Bachelor of Science in Computer Games Development
- Stay on at university and complete a first master's degree in Computer Games Development
- Gain employment in a small games company for a few years of experience
- Then move to employment in either Rockstar games, electronic arts, EA Maxix, Eidos Montreal

SMART Table				
Specific	Measurable	Achievable	Relevant	Time-bound
travel the world	6 of 195 countries visited	Save and plan trips between university breaks	Personal goal	3 years
Complete Bachelor of Science in Computer Games Development	Foundation year completed Waiting on finishing the first year	Working in class working at home practice skills Take breaks	Career goal	3 years
Complete the first year of university	Passing all modules	Completing assignment in a reasonable time frame	Career goal	9 months
Gain employment in a small games company	Finding employment in the field studying		Career goal	5 years
Stay on top of all university work			Career goal	5 weeks

What will help to achieve goals and How they will be completed

Each goal the author has set has been thought through and planned with many different contingency plans just in case of any changes. The personal goal to travel to every country has been planned for many years. The plan to achieve this goal is to save money for each trip and work out the costs of everything before booking any flights or trains, to help keep costs down the author plans to visit multiple countries at the same time using Eurostar trains to travel through visiting each country for either couple of days or hours but scheduling a timetable for each seasonal event and festivals so not to miss out on anything.

When it comes to the short-term goals the author has set up a timetable to help keep on top of her university goals such as completing the first year and going on to the second year, as well as staying on top of revision and completing assignment's in a timely fashion. The author set up a timetable shown in figure 8 to help maintain class work as well as keeping up to date with assignment's given out by various tutors. In the author's free time from classes in university she has also set aside time to revise but to also allow for regular breaks and personal time to not let work become a burden.

Application

Looking after your data

The best way to keep your data protected against loss or damage is to create backups and have them kept at a minimum of three different locations, multiple different types of backups methods are recommended primarily the author's personal methods of backing up her data are the three following types. One method is to own an external hard drive in which the author keeps at her home which is a safe way to protect against any loss or damage of devices, so the author still has copies of all her work and personal files, Method two is cloud base storage to be specific OneDrive[10] allowing access to data from any device from any location as long as you have internet access. Third and final method is a USB drive or flash drive which is kept at a separate location to the first method of the external hard drive to protect against fire damage or flooding. There are many ways things that can go wrong and data can be lost or corrupted such as water damage For example, say you owned a laptop that held data and personal files on, this laptop could become broken and unrepairable due to a possible unforeseen circumstance such as, spilling of an open can of coke on to the keyboard or leaving your laptop on a counter and someone spilling water or liquid on it and your laptop getting wet. There is other types of possible water damage such as taking a laptop to university or various locations in a bag that isn't waterproof, and it suddenly rains heavily. Drops and smashes are possible and high chance of dropping a laptop from a height or it being knocked off a surface. What if you had a backpack that is not designed to carry laptops with no padding to protect against knocks and bashes from flooring or people's feet, if the bag is dropped from numerous heights maybe even accidentally stepped on and most likely crushed. If the laptop is damaged and unrepairable the data can still be accessible through the external hard drive or USB stick or cloud storage, even if one of the three backup methods fail there are many ways to retrieve the data including the original source the laptop. There are still ways the external hard drive can get either broken stolen or lost or damage but as there is still the data on USB or OneDrive[10] even the original files on the laptop which allows the author to always have at least three different backups.

Not only can your devices holding your data get lost or broken but can also be under attack by cyber criminals who create malware to try to gain access to your computer, cybercriminals use different type of malware such as worms, trojan horses to either steal or destroy important files[11] one being commonly known to primarily goes straight for your data and personal files is known as ransomware.

Ransomware is a type of malware a computer virus which targets the user's data and files on their device and in encrypts them with a strong password without their knowledge, so the user can not gain access to them and then the cyber-criminal then contacts the users and informs them they are locked out of their files. If the user pays the cyber-criminal a set fee the criminal claims to then send the user the password key to unlock their data and files, but its recommended not to pay the fee because it's not guaranteed the cyber-criminal will send the password key. There are many other viruses created with malicious intent because it makes the criminals money, there is more

information on malware and how is the best way to protect against virus attacks, found in Appendix B - Report on malware.

Time Management and Self-organisation

The author has implemented steps to help keep organised and on time with all assignments set and intends to add multiple strategies to stay focused and get tasks done in a timely fashion as well as to the best of her abilities. The first thing that was thought of was to make sure all assignments are finished and completed to a high standard days before the assignment is due, this would allow for any need for editing or any more research needed to give the best information on the topic. The second step was to help with productivity by producing as much work as possible but still holding a high standard for the work created, as well as having regular breaks so not to become overwhelmed or burnt out after each assignment. The author devised a working timetable to allow her to structure working on assignment while also completing and staying up to date on her class work. Also making sure to not fall behind in any class work given by other tutors. With the use of regular breaks and downtime, the author has found it easier to stay on top of university work also being able to juggle personal obstacles, such as staying in touch with family and attending family events. As well as managing to have time to socialise with friends and partner all at once. The set timetable created by the author in Microsoft Visio[12] show in figure 8 helps to structure her life and to be able to edit the timetable to add any new revision time or events needed. The third step was to become more organised and it seemed the best way to accomplish this was to arrange each task and assignment in the order of priority, as well as set a deadline for each task in which they must be completed before the assignment hand in date.

Level 4 Timetable Computing (Games Development)								
Monday	Free Time		Michal Decey 004 SA IQ 11:00- 13:00 ACCA4017 Software Development	Gareth Jones 002 SA IQ 13:00-14:00 ACCA4016 Academic & Employability	Beverley Holland 002 SA IQ 14:00-15:00 ACCB4013 Information Engineering	Kem Ademoye 204 SA IQ 15:00-17:00 ACCA4018 Internet Technology and Security	Free Time	
Tuesday	Kaplan Radhakri 002 SA IQ 09:00-10:00 ACCB4001 Computer Architecture & networks	Free Time	Gordon Dickens 208 SA IQ 11:00-13:00 ACDA4003 Mathematics	Free Time		Gareth Jones 209 SA IQ 15:00-16:00 ACCA4016 Academic & Employability	Beverley Holland 209 SA IQ 16:00-17:00 ACCB4013 Information Engineering	Sue Maw 208 SA IQ 17:00-18:00 ACDA4003 Mathematics Drop-in
Wednesday	Free Time							
Thursday	Free Time							
Friday	Free Time	Simon Downes 205 SA IQ 10:00-11:00 ACCB4001 Computer Architecture & networks	Kimberley Jenkins 104 SA IQ 11:00-13:00 Learning Support	Michal Decey 204 SA IQ 13:00- 14:00 ACCA4017 Software Development	Free Time			

FIGURE 8 - SET TIMETABLE - WORKING TIMETABLE

Conclusion and Evaluation

The class presentation was a task given out on the 1st of October to create a PowerPoint presentation about the author, the reason for the task was so the class could get to know one another better. The task was given a deadline for when the presentation was needed to be completed by as well as when it was needed to be performed in front of the class. The date the class presentation was to be handed in and completed was on the 8th October, the author was able to complete the task within the deadline and performed the presentation in front of the class to the best of her abilities. The author managed to keep the audience's attention throughout the presentation even though swaying off topic, for a short while to explain further on a particular subject in the PowerPoint. The class presentation was successful even though there were some minor issues with the whole performance such as fidgeting, as well as a flaw with one of the slides having the water droplet covering the title of the slide.

The subject to do with research into skills evaluation helped to estimate what the author's skill level must be at to complete her short-term goal, and what is needed to finish the first year of university and go on to the second year. By researching what was required to be successful in higher education the author also researched what future employer would look for when looking for new employees.

The author found out through researching information about what employers really look for when hiring, she found out that future employers look for many different things in a person, rather than just what skills are needed for the job. Employers like to know more than just what qualifications the person applying has, but what their work ethic is like if they are more relaxed in some roles and hard working in others. They also look for different types of personality and what they can bring to the company. If the person is a team player and how well they will work with other employees, as well as if they will be compatible with the company's motto and work ethic. After finding this information the author decided to perform a self-evaluation by completing multiple personality tests, to find out her strengths and her weaknesses to then be able to help guide her in the right direction with her future career choices. The author then went on to complete an action plan for each personal and career ambition by setting out long-term and short-term goals, by planning each goal out using the smart system the author was able to keep track of each achievement reached.

By using the smart system, it managed to help her set out each goal in a more organised way so not to miss any future targets, and by assigning a reasonable amount of time to each individual goal the author is able to complete multiple goals at the same time instead of completing each one individually. This allows for the making of more time for various activities such as studying, downtime with family and friends as well as being more productive with other things in her life.

The backup strategy that was created with the idea that each backup was to be kept in three different locations and on three different formats such as flash drive, cloud storage and external hard drive. This helped the author protect her data from all different manner of issues be it a natural disaster, fire or flood e.g. Water damage. Or the other threats like theft, accidental damage or even cyber-attack using malware and malicious software. The author then thought of various possible scenarios to help test the backup strategies she had put in place with her own data, and why by using three different locations as well as why three different forms to store the data on was necessary. Each scenario included one of the issues stated above either natural disasters or man-made errors that could be the reason for the loss of data, the scenarios help to show the many strengths in the strategies as well as any minor weaknesses in using the three formats of storage. The authors reasoning for using three different forms of storage and to have them kept at three different locations was to allow for contingency plans, if one or two of the backups fail or if the files were to become contaminated by either viruses or ransomware, there was still a third to be able to retrieve the data. The different scenarios used to test the author's backup plan clearly showed that her strategy was successful at protecting her files.

The author has put together many different plans with way to help organise her studies and ways to keep on top of her time management with assignments, revision, and downtime with family and friends. She is using different techniques like creating her own timetable to help schedule her day to day life to make the most of the time she's given in each assignment. When it comes to self-organisation she is a very structured as a person and likes to plan ahead to avoid having any issues in the future, but if there is any problem the author prefers to be prepared if such an issue occurs. She has organised her laptop to have individual files for each class as well as the year so she is able to retrieve information needed from different semesters, but not only with university work but with personal information like hobbies and her CV updated every time she receives any new qualifications or work experience. When it comes to her cover letter it's written and ready for any job role with only needing minimal changes depending on what the company is looking for which helps her be ready if or when they are needed giving her more time to delegate to researching future hobbies or personal and career goals.

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Appendix

Appendix A - screen shot of e-portfolio directory structure

```
PS C:\Users\Rebecca> cd c:
PS C:\Users\Rebecca> cd "Desktop\university work"
PS C:\Users\Rebecca\Desktop\university work> tree
Folder PATH listing
Volume serial number is 00650076 9EC5:770D
C:.
|-- 2018-2019
|   |-- Academic & Employability Skills (ACCA4016)
|   |-- Computer Architecture and Networks (ACCB4001)
|   |-- Internet Technology and security (ACCA4018)
|   |-- personal files
|   |   |-- goals and hobbies
|   |   |-- job application folder
|   |-- Software Development (ACCA4017)
|   |   |-- revision
|   |   |   |-- 26.10.18 2-5week exercise
|   |   |   |   |-- .vs
|   |   |   |   |   |-- 26.10.18
|   |   |   |   |   |   |-- v15
|   |   |   |   |   |   |   |-- ipch
|   |   |   |   |   |   |   |   |-- AutoPCH
|   |   |   |   |   |   |   |   |   |-- 136dc003db076202
|   |   |   |   |   |   |   |   |   |-- 88e902c73a49a911
|   |   |   |   |   |   |   |   |   |-- acc370c358e29392
|   |   |   |   |   |   |   |-- 26.10.18
|   |   |   |   |   |   |   |   |-- Debug
|   |   |   |   |   |   |   |   |   |-- 26.10.18.tlog
|   |   |   |   |   |   |   |   |   |-- x64
|   |   |   |   |   |   |   |   |   |   |-- Debug
|   |   |   |   |   |   |   |   |   |   |   |-- 26.10.18.tlog
|   |   |   |   |   |   |   |-- Debug
|   |   |   |   |   |   |   |   |-- x64
|   |   |   |   |   |   |   |   |   |-- Debug
|   |   |   |   |   |   |-- Week1 exercise
|   |   |   |   |   |   |   |-- .vs
|   |   |   |   |   |   |   |   |-- Project1
|   |   |   |   |   |   |   |   |   |-- v15
|   |   |   |   |   |   |   |   |   |   |-- ipch
|   |   |   |   |   |   |   |   |   |   |   |-- AutoPCH
|   |   |   |   |   |   |   |   |   |   |   |   |-- 2be850371d22f3c1
|   |   |   |   |   |   |   |   |   |   |   |   |-- 8dad431b2a29fc9
|   |   |   |   |   |   |   |   |   |   |   |   |-- d1b354805cdbd599
|   |   |   |   |   |   |   |-- Debug
|   |   |   |   |   |   |   |   |-- Project1
|   |   |   |   |   |   |   |   |   |-- Debug
|   |   |   |   |   |   |   |   |   |   |-- Project1.tlog
|   |   |   |   |   |   |-- week6 exercises
|   |   |   |   |   |   |   |-- .vs
|   |   |   |   |   |   |   |   |-- week6 exercises
```

WINDOWS POWERSHELL-E-PORTFOLIO TREE

```

Windows PowerShell (x86)
C:\Users\Rebecca\Desktop\university work>
PS C:\Users\Rebecca\Desktop\university work> tree /f
Folder PATH listing
Volume serial number is 00D8F7A0 9EC5:770D
C:.
├── 2018-2019
│   ├── word template - Copy.docx
│   ├── Academic & Employability Skills (ACCA4016)
│   │   ├── ACCA4016_semi_CW1_2018_19_AESv2.docx
│   │   ├── class Report .docx
│   │   ├── cons.docx
│   │   ├── Displaying the directory structure.docx
│   │   ├── Electronic Arts.docx
│   │   ├── my presentation .pptx
│   │   ├── personality-testing.info.docx
│   │   ├── personality-testing.info.pdf
│   │   ├── pros.docx
│   │   ├── Rebecca feedback for presentation.pdf
│   │   └── Reflection on Academic and Employability Skills.edited .docx
│   └── Computer Architecture and Networks(ACCB4001)
│       ├── 1.2.4.4 Packet Tracer - Help and Navigation Tips.pdf
│       ├── attachments.zip
│       ├── lab 3 from lab manual.pkt
│       ├── Lab Manual - ACCB4001 - Networks 2018-19.pdf
│       └── lab4.pkt

```

WINDOWS POWERSHELL-E-PORTFOLIO TREE/F

```

Windows PowerShell (x86)
Lab Manual - ACCB4001 - Networks 2018-19.pdf
lab4.pkt
├── Internet Technology and security(ACCA4018)
│   ├── 4.3.3.3 Packet Tracer - Configuring VPN Transport Mode.pka
│   ├── 4.3.3.4 Packet Tracer - Configuring VPN Tunnel Mode.pka
│   ├── 6.2.3.8 Packet Tracer - Router and Switch Redundancy.pka
│   ├── 6.2.4.4 Packet Tracer - Router and Switch Resilience.pka
│   ├── 7.4.2.4 Packet Tracer - Server Firewalls and Router ACLs.pka
│   ├── ACCA4018_CS_Semi_assignment_October_2018.docx
│   ├── Hyper-fort.pkt
│   ├── information_protection_security_policy_template.doc
│   ├── Internet Technology and Security.docx
│   └── Synthesize a solution to a potential real life scenario.docx
├── personal files
│   ├── personal statment.docx
│   ├── goals and hobbies
│   │   ├── hobbies and interests.docx
│   │   └── list of countries left to visit.docx
│   └── job application folder
│       ├── Rebecca Ryall's cover letter.docx
│       └── Rebecca Ryall's CV.docx
└── Software Development(ACCA4017)
    ├── revision
    │   └── Week7.ppt
    ├── 26.10.18 2-5week exercise
    │   ├── 26.10.18.sln
    │   ├── Week2 (1).ppt
    │   ├── Week3.ppt
    │   ├── Week4.ppt
    │   └── Week5.ppt
    ├── .vs
    │   ├── 26.10.18
    │   │   ├── v15
    │   │   │   ├── Browse.VC.db
    │   │   │   ├── ipch
    │   │   │   │   └── AutoPCH
    │   │   │   │       ├── 136dc003db076202
    │   │   │   │       │   SOURCE.ipch
    │   │   │   │       ├── 88e902c73a49a911
    │   │   │   │       │   SOURCE.ipch

```

WINDOWS POWERSHELL-E-PORTFOLIO TREE /F

Report on malware

Summary

Comprised in this report is a brief description of viruses. The viruses that will be forced on are Ransomware, Trojans and Cryptowall. It will discuss what they are? What do they do? And the reason to protect yourself agents them. It will also look at the cost and damage that one or all these viruses can inflict and the best course of action to help prevent an attack on your business.

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REPORT ON MALWARE-PAGE 1

Introduction

What is malware and why is it so important? [1] Malware or malicious software is in full is a turn of phrase that's used to describe many different varieties of codes and programmes specifically designed to damage and harm computer systems. You can find all types be it viruses, worm, ransomware, spyware and many others under the name of malware the ones that this document will be concentrating on is ransomware, Cryptowall and trojan.

Malware and viruses

Malware is considered malicious not on the characteristics of the code its self, but more on the intentions of the creators of the program. The number of malware developers has increased over the years due to the economic rise in internet crime [2]. The initial use of malware was used as a simple prank and experiments, but was soon corrupted and was then used for the devastation of specific computers[3].

What are viruses?

A virus is a malware that is designed to link to another program and to stay dormant until the program is run on the user's device. Once the malicious programme code is activated it substitutes the computers programming code with parts of its own code thus contaminating the computers original code. Normally this type of malware is unintentionally installed and stays unnoticed by the victim many viruses are harmful and can obliterate data and even use up resources by running in the background slowing down the performance of the user's computer [1].

Viruses are more commonly spread through emails and text message attachments files download from the internet and social media scam links. In this modern high technological age, nearly all devices that connect to the internet have a likelihood of getting infected with a virus [4].

What is a Trojan?

A trojan or trojan horse is similar to other the viruses as in the sense it camouflages itself as genuine secure reputable software. The differences are that the malicious code can help the creator of the code to access the user's computer and allow them to spy on their activity and steal their confidential details and files. Once the software has been run on the user's computer the hacker can then gain entry to the computer through a backdoor giving them the opportunity to delete files restricting access to files and changing the files structure. It's even possible to copy information or even inhibiting the computers capabilities to run at full capacity also affecting the very network the computer is connected such as a personal network or the internet [5].

Ransomware

Ransomware is a form of malicious software which is more complex than the other malware's. This particular software it does exactly what it says on the tin[6]. The viruses targets the victim's data and threatens to exploit the information to others or blocks the user from accessing their files by encrypting them. Encryption is a form of encoding data in such a way that it cannot be read without the encryption key, the data is scrambled up making it meaningless without the key[7] [3].

The victim is sent a message informing them of their predicament and told to pay a ransom if they wish to be sent the encryption key to unlock their data or their files will be lost indefinitely.

Cryptowall

Cryptowall 3.0 is part of the ransomware family but it is a more vicious form of ransomware. This form uses a more solid type of encryption the RSA-2048 encryption to be specific. Which is used to lock your files and data it also still prompts the user to pay a fee to reserve a key. The encryption is much more secure that it is almost impossible to get back data that's been infected without the key [8]. Not only does it encrypt your files the virus also removes volume shadow copies making it incredibly difficult to restore data that had been lost and it's not done there it then goes on to try and take passwords even bitcoin wallets. Bitcoin, in short, is a virtual currency there are many other varieties and known as cryptocurrencies, bitcoin wallet is a file or program that are used to receive and sent bitcoin[9]. There are many different kinds of Cryptowall be it Cryptowall 3.0, Cryptowall v4, Cryptowall v5.1 even Cryptodefense but at the moment you can treat all of them basically the same[8].

How to protect yourself

The safest way to protect your data is by using a firewall, legitimate antivirus software and backup all files. Most viruses infect devices in the same way, here is a list of common ways that virus infect computers[10].

- Phishing emails
- Rouge websites
- Infected boot disk
- Freeware
- External devices
- Online advertisements
- Social media

Backing up your data

There are many ways to back up your data, cloud storage is available from many companies such as Google Drive, OneDrive or Dropbox. They all give different varieties of online storage be it small amounts of storage for free whereas a larger storage such as 50Gb would more costly. OneDrive offers 50gb of storage for £1.99 a month[11] but when added up over the years it can be pricey.

Another form of storage that can be used to back up data is a Network-attached storage or for short a NAS unit. This is a storage machine that connects to a network that allows the users to store and retrieve files. The information stored on the unit can be accessed from a particular site this makes its similar to cloud storage but as it's a unit based in a location of your choosing its more of a private cloud in your office.[12]

Also, good practice to store backup data in three separate locations to protect against loss of data in case of natural disaster or fire damage, water damage.

Anti-Malware software

Anti-malware or antivirus software can protect against numerous computer virus, but not only viruses it can also guard agents a list of malware programs like worms, trojans, spyware. The list can vary depending on which software is used and what level of protection is chosen. No antivirus software is infallible, but they have steps in place to perform a double check by using a recovery tool to capture all malware that might have gotten through.[13]

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Reflection on Academic and Employability Skills

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

Instructor

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GRADING FORM: GJ_2019

REBECCA RYALL**306****ENGAGEMENT WITH LITERATURE**

Good use of research sources extending beyond simply using the links provided in the AES moodle content.

62**KNOWLEDGE AND UNDERSTANDING**

A good level of understanding demonstrated in most areas. However including even more additional independent research material and showing how these are influencing your thoughts and decisions would have allowed you to obtain additional marks in this section.

64**COGNITIVE AND INTELLECTUAL**

Good level of personal analysis applied to the gathered information, with all required areas covered and extending beyond simply presenting the data obtained. Could have done more in terms of

60

analyzing the results and formulating plans to make good any weaknesses, (based on more extensive research into these identified areas) Weak analysis of the data loss scenarios - doesn't really do what the brief asked for in terms of explaining exactly what you would need to do to recover your system, how long this might take etc. (doesn't really do what the brief asked in terms of explaining exactly how your system would be affected and exactly how you would restore back to a normal condition for each scenario type)

PRACTICAL APPLICATION



Good evidence to show that all the various aspects have been attempted. Action plans are really only goals. need more detail to be useful in real life.

62

TRANSFERABLE SKILLS



Don't have such big paragraphs/sections. Break the work down into more manageable/readable/discrete chunks. A report is often better presented using lists and tables etc in relevant places. Would have benefited from a more formalised layout, such as breaking down the assignment into more detailed numbered sections that follow the 1. 1.1 1.2 2. Style as provided in the assignment template given in class. You will need to do this for other work e.g. your major project report.

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