

COMP1205 Exam Revision

Use these slides to guide your revision
And as a checklist for the extent of your
knowledge

Principles

- The lecture slides explain the extent of the area to which you should be prepared to demonstrate knowledge and understanding during the online exam
- It is suggested that you work collaboratively to build a set of reference notes
- This is not a complex area, but you do need to be able to make sense of the topics which have been
 - Covered in the lectures
 - Suggested focus for private study

General advice

- Know when and where your exam(s) will take place
- Arrive in good time
- If you have any problems notify ECS immediately
- Provide documentation to explain your special circumstances!

Answering MCQs

- You do not have to learn off by heart...but
- You do need to have a broad base of foundational knowledge
- Different people will learn in different ways
- Understand how you learn from private study

The slides contain questions, but they are not the actual questions which you will be asked

Rather they relate to the extent of the actual multiple choice questions

What is covered/not covered

- Legislation in the IT workplace
- Skills you have encountered during this module
- Professional bodies which accredit degrees in the IT workplace

NB: You won't be examined on the content of the guest lectures 😊

Legislation with which you might be expected to be familiar

- Defamation Act 1996
- Public Interest Disclosure Act 1998.
- Consumer Protection (Distance Selling) Regulations 2000
- Freedom of Information Act 2000
- Computer misuse act 1998
- Data protection act 1998
- Regulation of Investigatory Powers Act 2000
- Copyright Design and Patents Act(s)
- Defamation legislation
- Various aspects of legislation to do with Health and Safety, Equalities and Disabilities

Skills

- What skills are you expected to demonstrate during your degree?
- What skills do you need to practice?
- What are the working principles of these skills?

Workplace: Whistleblowing

- What is meant by whistleblowing
- How might you be protected?
- What legislation is relevant?

Hacking

- Understand what legislation relates to hacking
- Differentiate between different role
- Legislation which is designed to control the hacker
- Legislation which defines the responsibility of the host (website, ISP)
- Can be related to professional roles and responsibilities

Buying and selling online

- What is the legislation which governs this area?
- What are the rights of consumers?
- What are the duties of the provider?
- Consumer Protection (Distance Selling) Regulations 2000

The Freedom of Information Act

- What are the limits of the Freedom of information act?
- What are the domains in which this legislation applies

Data Protection Act

- What are the responsibilities of a data controller?
- What are the eight principles of the Data Protection Act?
- How does the Data Protection Act constrain or manage behaviours in the IT workplace

Web sites and legislation

- How does defamation relate to web sites?
- What other legislation is relevant to hosting and creating web sites?

Intellectual Property

- What legislation governs intellectual property?
- Do you understand the legislation in respect to different types of property?
 - e.g. publications vs software

Workplace: Equality legislation

- What beliefs are protected by equality legislation?
- What is the name and date of the legislation which comes under the equality umbrella?
- What bodies are responsible for dealing with anti discrimination issues?

Workplace: Health and Safety

- What are the requirements of employers with respect to health and safety?
- Are you familiar with legislation (UK and EU) which is relevant to
 - the IT related workplace?
 - The use and disposal of electronic devices?

Professional bodies

- Can you name the different professional bodies who might accredit your learning, professional standing, or academic programme?
- Can you explain the underpinning principles of the codes of conduct and codes of professional practice?

Skills Project Management

- Could you explain principles of good project management?

Skills: Working in teams

- Can you explain good practice in team work?
- Do you understand the different roles which can be adopted in a team?
- How can team roles be used to the advantage of all the members of the team?

Skills: Academic Integrity

- Do you understand the principles?
- What do you have to do?
- In what ways might you avoid breaching academic integrity?

Skills: Citation conventions

Do you understand the differences between citation styles?

Could you identify different citation styles?

Are you familiar with the most common citation styles you are likely to encounter during your academic career?

Skills: Library Skills

- Do you know how to search and identify academic sources and resources?
- What are the credible approaches?
- What databases exist which you might consult?
- Do you know how to access them?

Skills: Time management

- Can you explain the principles of good time management?

Skills: Employability

- How do you go about creating a strong CV?
- What additional evidence might you use to demonstrate how employable you are?

Skills: presentations

- Are you familiar with rule of thumb guidelines?
- What do you think is good practice in terms of preparing and making a presentation?

Remember

- Stay calm
- Be prepared
- Look after yourself – get enough sleep and eat well
- Turn up in good time
- Learn to manage any nerves
- Stay calm (always worth remembering ;-)