

Assignment 1

by Dave Cornelius

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Learning in the Digital era

Student E-Portfolio

2023506

David Cornelius

BSC-PT Computing
(Computer Networks &
Cybersecurity)

Contents

Homepage	3
Task 1 – Written Summary	4
Task 2 – Introductory Video.....	5
Task 3 – Document yourself using RefWorks	6
Task 4 – Academic Poster.....	7

Homepage

<https://davejcornelius.wixsite.com/eportfolio>

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Home

Task 1

Task 2

Task 3

Task 4

TASK 1

Essential skills for study and employment

TASK 2

Welcome to my e-portfolio

TASK 3

Automatic Referencing

TASK 4

Academic Poster

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Task 1 – Written Summary

<https://davejcornelius.wixsite.com/eportfolio/task-1>

Home

Task 1

Task 2

Task 3

Task 4

Summary - Essential skills for study and employment

To summarise the essential skills for study and employment it is my understanding that there are two types. Soft skills and Hard skills.



Hard Skills also known as technical skills are gained from experience of a task and will be determined by the industry you choose [4]. However, there are general hard skills which are valuable within the Modern era such as Computer proficiency.

Soft skills differ from your Technical Skills and are comprised of personal qualities such as: Teamwork, Communication and Dealing with difficult situations. These habits will generally dictate how you work on your own or within a group setting [3].

To be competitive within the Modern era it is becoming an increasing requirement to have a wide variety of both personal qualities and technical skills while maintaining a keen desire towards continued growth and upskilling to allow you to adapt with the times [5].

This is demonstrated in my chosen field of Cyber Security which requires an understanding of specific Hard Skills such as Digital Forensics and Compliance awareness. However, also underlines that Soft Skills such as "Communication" and "Active Listening" are crucial when dealing with clients. This is especially highlighted in the context of Social Engineering [6].

By understanding the importance and actively developing in these areas, I aim to approach the industry with a solid platform of technical knowledge and personal qualities giving me the best opportunity to consistently perform at a high level and provide a quality service to both clients and teammates.

References

[1] LinkedIn, "Most in demand Hard and Soft skills" 2020, LinkedIn [Online] Available: <https://business.linkedin.com/talent-solutions/blog/trends-and-research/2020/most-in-demand-hard-and-soft-skills>. Accessed March 2021

[2] Zip Job, "Hard Skills vs Soft Skills" 2020, Zip jobs [Online] Available: <https://www.zipjob.com/blog/soft-skills-and-hard-skills/>. Accessed March 2021

[3] Indeed, "Hard Skills vs Soft Skills" [Online]. Available: <https://www.indeed.com/career-advice/resumes-cover-letters/hard-skills-vs-soft-skills>. Accessed March 2021

[4] Forbes, "12 Most Important skills you need at work" [Online]. Available: <https://www.forbes.com/sites/nataliapearl/2019/09/10/the-12-most-important-skills-you-need-to-succeed-at-work/?sh=6853bf1f1c6a>. Accessed March 2021

Task 2 – Introductory Video

<https://davejcornelius.wixsite.com/eportfolio/task-2>

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Home

Task 1

Task 2

Task 3

Task 4

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Task 3 – Document yourself using RefWorks

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Home

Task 1

Task 2

Task 3

Task 4

Document yourself using RefWorks

Saving resources

There are multiple ways to save resources on RefWorks. Some websites have inbuilt tools. If no direct to RefWorks option, there will be an alternate option to "Save" or "Cite". If there is no inbuilt function you can use the "Save to RefWorks" browser tool [1].

The screenshot shows a RefWorks interface for an article titled "Citations and RefWorks" by Zimmerman, Martin. The article is from "The Reference Librarian", 2010-01-01, Vol. 51 (1), p.79-87. It is marked as "PEER REVIEWED". On the left, there are navigation links: TOP, SEND TO, VIEW IT, DETAILS, and TAGS. Below these, there is a "Send to" section with various options: EXPORT BIBTEX, EXPORT RIS, PERMALINK, PRINT, E-MAIL, and a central "RW REFWORKS" button. To the right of the "RW REFWORKS" button are options for ENDNOTE, EASYBIB, and CITATION. Above the "RW REFWORKS" button, there are links to "Read Article" and "View Issue Contents".

The screenshot shows a search results page for the query "environmental sustainability business". It displays 115,864 results. On the left, there are filters for "Applied filters", "Scholarly Journals", "Sorted by Relevance", "Limit to", and "Source type". The main area shows two search results. The first result is "Implementing and managing economic, social and environmental efforts of business sustainability efforts within the economic, social and environmental categories and constituents of business sustainability" by Svensson, Göran, Wagner, Beverly. The second result is "Influences on Student Intention and Behavior Toward Environmental Sustainability" by Swain, James A., Maitris, Michael J., Neuphan, Stuart A., Henley, Amy B. On the right, there is a "Save to My Research" section with options to "Export/Save" to RefWorks, EasyBib, HTML, PDF, RIS (works with Endnote, Citavi, etc.), RTF (works with Microsoft Word), Text only, and XLS (works with Microsoft Excel).

Task 4 – Academic Poster

<https://davejcornelius.wixsite.com/eportfolio/task-4>

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[Home](#)

[Task 1](#)

[Task 2](#)

[Task 3](#)

[Task 4](#)

CLICK TO DOWNLOAD



Academic Poster

Emotional Intelligence for Career Success

Team - Joshua Harries, Tiron Wall

We discussed the which parts of unit 4 were most valuable and used the poster guidelines to discuss ideas for different layouts

Emotions

Emotions are one of the main driving forces behind everything we do in life.

When we don't understand our emotions, we can react to them inappropriately [1]

Inappropriate behaviour can have negative consequences when exhibited in a professional environment such as work or school.

Learning how to respond appropriately is a vital step on the journey towards a successful and rewarding career.

Responding	Reacting
☐ Remains Calm	☐ Gets Angry
☐ Takes time to think	☐ Responds inappropriately
☐ Understand different perspectives	☐ Allows emotions to rule

By learning to manage our emotions we can:

- ☐ Maintain professionalism in stressful situations
- ☐ Find Balance
- ☐ Understand what motivates us on deeper level

Empathy

Empathy is the ability to recognise and understand the emotions of those around you.

By showing empathy we allow other people to feel accepted and understood. This has a positive impact on the people around us and leads to improved team building and communication.

When we are actively practicing empathy, we can :

- ☐ Work better with others
- ☐ Be more creative

By developing our ability to manage emotions and be empathetic we are actively building towards increased "Emotional Intelligence"

Fig 2. Emotional Intelligence

Emotionally intelligent people are aware of how they feel, what their emotions mean, and how their feelings impact their environment [2].

WHY DO EMPLOYERS VALUE EI OVER IQ?

In order of importance, employers say it's because those with high EI...

- 1) Handle stress calm under pressure
- 2) Resolve conflict effectively
- 3) Are sensitive to those colleagues - and act on such
- 4) Lead by example
- 5) Make good team consideration with business objectives

EI MAY EVEN IMPACT A COMPANY'S PROFITABILITY:

One study found 34% higher profit growth in firms with high-EI managers

Fig 3. Employer Value

By increasing our levels of emotional intelligence, we can:

- ☐ Increase Motivation
- ☐ Become a leader

Assignment 1

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

Instructor

86/100

PAGE 1

PAGE 2

PAGE 3

PAGE 4

PAGE 5

PAGE 6

PAGE 7

GRADING FORM: UWTSD GRADING FORM

DAVE CORNELIUS

86

1. RESEARCH LITERATURE

Extent of research and/or own reading, selection of credible sources, application of appropriate referencing conventions.



Written summary: + Good use of citations, appropriate and correctly formatted reference list.

18

E-Portfolio creation Video Pres.: + Good use of citations. + Reference list. Auto. Ref. tool: + Good use of some citations. + formatted reference list. Academic poster: + Some good use of citations. + formatted reference list.

2. KNOWLEDGE AND UNDERSTANDING

Extent of knowledge and understanding of concepts and underlying principles associated with the discipline.



Written summary: + Relevant summary of essential skills for study and employment documented with a supporting image. V. Good. + TURNITIN similarity check and grading complete. E-Portfolio creation Video Pres.: + Good overview and showcase of e-portfolio provided in video format. Auto. Ref. tool: + Good use of screenshots with accompanying narration to demonstrate knowledge and understanding of how to use an Automatic Referencing tool. + Clearly documented. + Use of Refworks with word to e.g. insert citation and create a reference list, is documented. – accompanying (word) screenshots could be included Academic poster: + Good coverage of a very relevant topic (EI). – Citations could be included in additional areas of the poster.

18

3. ANALYSIS

Analysis, evaluation and synthesis; logic, argument and judgement; analytical reflection; organisation of ideas and evidence.



Written summary: + Evidence of relevant analysis documented for both parts. E-Portfolio creation

17

Video Pres.: + Good analysis of e-portfolio included. Auto. Ref. tool: + Good analysis of how to use an Automatic Referencing tool. Academic poster: + Good analysis of key points included. – Some additional Unit 4 topics could be briefly analysed.

4. PRACTICAL APPLICATION

Deployment of methods, materials, tools and techniques; application of concepts; formulation of innovative and creative solutions to solve problems.



Written summary: + Good use of TURNITIN and relevant recommendation. E-Portfolio creation Video Pres.: + Good use of relevant web builder and video presentation software. Auto. Ref. tool: + Practical use of an Automatic Referencing tool is clearly documented. Good. – accompanying (word) screenshots could be included Academic poster: + Poster successfully created and shared online.

19

5. PROFESSIONAL PRACTICE

Attributes in professional practice: individual and collaborative working; deployment of appropriate media; presentation and organisation.



Written summary: + Good clear presentation and format. E-Portfolio creation: + Good structure, clear presentation and portfolio easy to use. Auto. Ref. tool: + Good clear presentation, structure and format. Academic poster: + Good format and presentation. + Evidence of collaboration documented. – clearer indication of reading flow could be included e.g. section numbers or arrows.

14

Online content participation: Quite good. Could be increased in some topics.