

Module overview – BMSW4003 BIRM

Week	Focus	Indicative content.
Week 1	Introduction to BMSW4003 module. Digital skill – Moodle, Outlook and One drive Research - Introduction to research	Term overview shared <i>Digital Skill</i> – - Moodle demonstrated. - Email and calendar on outlook. - What is the one drive? - Explore activity. <i>Research</i> - What is research? - Types and examples. - Why is research important? - Basic research design.
Week 2	Introduction of assignment Digital skill – Using MS Word Research – Finding and understanding information.	Assignment shared <i>Digital Skill</i> – MS Word - Creating, editing documents on MS Word. - Font style, size, - inserting page numbers and line spacing. - page orientation, - insert images and labelling. - Setting up a template for a report. <i>Research</i> - Using library sources, search terms, filtering, using online books, using the contents and index in books. - Using Google Scholar to search. - Abstracts. - How to scan read articles.

Week 3	Digit skill – Using MS Power point Allocation of groups Research – Research design and Type of data collection - Group planning time.	<i>Digital Skill – MS Power point</i> - Creating and editing presentations on PowerPoint. - Inserting slides - Using design and templates. - Inserting elements to slides, (images, hyperlinks, video, sound) - Animation of slides. <i>Research</i> - Using planning document in groups to map out proposed research design. - Aims, objectives, methods,
Week 4	Research – Ethics and questions formation. Digital Skills – Creating a questionnaire – MS Forms.	<i>Research</i> - Data collection overview - importance of ethics. - Types of questions. - Using the Likert Scale <i>Digital skill</i> - Design of proposed questionnaire in groups. Group working to produce proposal presentation.
Week 5	Digital skill – Advanced MS Power point skills. Research - Writing a proposal – structured workshop support.	<i>Digital skill – MS Power point</i> - Using smart art. - Group and ungroup formatting. - Hyperlinks/embedding visuals <i>Research</i> - Components of proposal, structured support on each section.
Week 6	Practical Assessment – Proposal Presentations	15min allocated per group.

Week 7	Digital skill – Advanced MS Word skills Research - Data collection – Primary sources -	<i>Digital Skill – MS Word</i> - Inserting links within documents. - Inserting charts and graphs. - Labelling figures. - Using referencing tool. <i>Research</i> – Collection of primary data from peers and university staff.
Week 8	Digital skill – Using MS Excel Research Skill – Analysis	<i>Digital Skill – MS Excel</i> - Using MS Excel to: - record results, - calculate sum and means. - Produce charts and graphs. <i>Research</i> – Interpreting and reporting data collected. - Reporting demographic information - Descriptive statistics.
Week 9	Research Report writing	Guidance on report writing. Checklist for assignment shared. Good and poor examples – student to be the marker.
Week 10	Workshop	Feedback on drafts. Independent working.