

## BMSW4003 Digital Skills and Research Methods (DSR) Skills for the Workplace Weekly schedule

Please note, this weekly schedule is a guide for lecturers as well as the students to keep pace with the flow of teaching and learning over 10 weeks period. However, it is not a guide for your assessment. The assessment brief will be finalised and published by week 3 on Moodle which will be the guide for assessment.

| Week No.      | Session 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Session 2                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Notes                                                                                                                                                                                                        |
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| <b>Week 1</b> | <p>Introduction to the Module</p> <ul style="list-style-type: none"> <li>- The Module Descriptor</li> <li>- Weekly Schedule</li> </ul> <p><b>Topic 1_Digital Literacy</b></p> <p>Digital Literacy: Introduction to digital technology, discussion on various technologies used in daily life (e.g. communication, smart devices, storage devices, security etc.). What digital skills employers seek?</p> <p>Class Activity:<br/>Group Discussion – various technology benefits and side effects.</p> | <p><b>Topic 2_Introduction to the Computer System and Internet</b></p> <p>Computer Systems &amp; Internet:<br/>Introduction to the computer and different elements of computer systems (hardware, software &amp; liveware/humanware). Internet and its basic services and use.</p> <p>Class Activity:<br/>Individual findings – Identifying list of hardware components and group discussion – various hardware devices that is needed for the Internet uses</p> | <p>Discuss the contents of the module discussion of skills employers seeks.</p> <p>Discussion of computer system and Internet</p>                                                                            |
| <b>Week 2</b> | <p><b>Topic 1_Cloud Storage/Online storage</b></p> <p>Cloud Storage/ Online Storage:<br/>Introduction to the Cloud storage/Online storage. Differences between traditional and online storage medium. Introducing Dropbox, OneDrive and Google Drive</p> <p>Class Activity:<br/>Group discussion – Importance &amp; impacts of Cloud storage, advantages and disadvantages of Cloud storage.</p> <p><b>“Presentation discussion”</b></p>                                                              | <p><b>Topic 2_Social Media</b></p> <p>Social Media: What is social media, impacts and importance of social media in modern days business and workplace.</p> <p>Class Activity:<br/>Group Discussion- Discuss how social media (online platform) can be used as marketing, information gathering and communication tool</p>                                                                                                                                       | <p>Discussion of Cloud storage with its importance in modern days business and Dropbox OneDrive Google Drive</p> <p>Discussion on social media and focusing on how social media can be used in business.</p> |

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| <b>Week 3</b> | <p><b>Topic 1_MSword Essentials</b></p> <p>Microsoft Word Essentials: Download and install Office 365 (Office Online), familiarising with MS Word by creating file, folder, cover page, header and footer, table of contents, references etc.</p> <p>Class Activity:<br/>Individual work – Download office 365 and taking notes on how to use MS Word</p> <p>Group forming for group-presentation should be finalised by this week.</p> | <p><b>Topic 2_MSword practical activities</b></p> <p>Microsoft Word Practical Activities: Detail practice on MS Word based on the given practice exercises.</p> <p>Class Activity:<br/>Individual work – Solving practice exercises by using different options of MS Word</p>                                                                                                                                                                                                               | <p>Download, notes and demo.</p> <p>Demo and solving exercises</p>                                                                                                             |
| <b>Week 4</b> | <p><b>Topic 1_Creating PowerPoint Presentation</b></p> <p>Microsoft PowerPoint: How to design slides: Familiarising with MS PowerPoint and to know how to design slides (what to consider).</p> <p>Class Activity:<br/>Individual work – Taking notes and doing practice on designing slides.</p>                                                                                                                                       | <p><b>Topic 2_How to give PowerPoint Presentation</b></p> <p>Microsoft PowerPoint: How to give PowerPoint Presentation: Understanding ways of giving presentation</p>                                                                                                                                                                                                                                                                                                                       | <p>Discussion of points needs to consider while designing</p> <p>Discussion on giving presentation.</p>                                                                        |
| <b>Week 5</b> | <p><b>Topic 1_Introduction to Research Methods</b></p> <p>“Assignment Discussion”</p> <p>Research Methods: Introduction to research methods, data, information, knowledge &amp; wisdom. Primary and secondary data and their differences</p> <p>Class Activity:<br/>Group Discussion – Discuss the differences between primary and secondary data</p>                                                                                   | <p><b>Topic 2_Methods of Data Collection</b></p> <p>Methods of Data Collection: Primary and secondary data collection methods and their understanding.</p> <p>Class Activity:<br/>Group Discussion – Advantages and disadvantages of applying primary and secondary data collection methods</p>                                                                                                                                                                                             | <p>In class discussions and group work.</p> <p>In class discussion and group work.</p>                                                                                         |
| <b>Week 6</b> | <p><b>Topic 1_Data Collection Tools and Techniques</b></p> <p>Data Collection Tools &amp; Techniques: Understanding different forms data collection tools and techniques and their use.</p> <p>Class Activity:<br/>Group discussion – Understanding the best tools and techniques to use.</p>                                                                                                                                           | <p><b>Topic 2_Designing Interview Questionnaire</b></p> <p>Designing Interview Questionnaires: Ways of designing interview questionnaires, advantages and disadvantages of them.</p> <p>Formal Class Activity 1:<br/>Preparing a questionnaire (Individual activity) for the individual report.</p> <p>5-10 questions in total including open and close ended questions (i.e. yes/no question (s), multiple choice question (s), Likert-scale question (s) and open-ended question (s))</p> | <p>In class discussion and group work to find out the best suitable tools and techniques.</p> <p>Designing a questionnaire with some good questions relevant to the topic.</p> |

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| <b>Week 7</b>  | <b>Topic 1_Research Population and Sample</b><br><br>Understanding the research population, sample and sample size.<br><br><br>Class Activity:<br>Students can collect primary data from each other.                                                        | <b>Topic 2_Data Analysis and Presentation</b><br><br>Microsoft Excel Step by Step Guide: Familiarisation of MS Excel and how to use Excel for producing graphs/charts/diagrams<br><br>Class Activity:<br>Individual work – Designing various charts/graphs/diagram                                                                                                | Group discussions<br><br><br><br><br><br><br><br><br>Practical exercises                |
| <b>Week 8</b>  | <b>Topic 1_Process of Data Visualization</b><br><br>Process of Data Visualisation: Ways of visualising collected data thorough charts, diagram, graphs etc.<br><br><br>Class Activity:<br>Individual work – Be familiar with all the visualisation options. | <b>Topic 2_Research Ethics</b><br><br>Research Ethics: Considering factors while doing research.<br><br>Group Discussion: Find a list of actions you need to consider for doing research ethically.<br><br><b>Formal Class Activity 2:</b><br>Individual work- Preparing a result/frequency table in excel based on the primary data collected in previous class. | Pie chart, line graph, bar diagram<br><br><br><br><br><br><br><br><br>Group discussions |
| <b>Week 9</b>  | <b>Topic 1_Data Protection Act and Principles</b><br><br>Data Protection Act and Principles: Discussions on Data Protection Act and GDPR<br><br><b>Class Activity:</b><br>A demo presentation session before the final presentation.                        | <b>Revision &amp; Formative Feedback</b>                                                                                                                                                                                                                                                                                                                          |                                                                                         |
| <b>Week 10</b> | <b>PRESENTATION</b>                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                   |                                                                                         |

