



LDE Assignment 1

<https://kurtisjack7.wixsite.com/my-site-3>

Module Name: Learning In the Digital Era

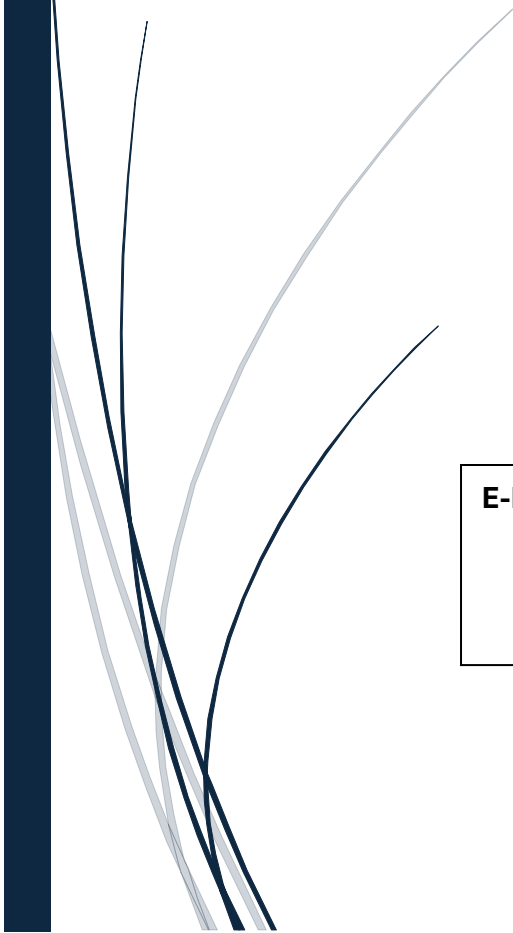
Module Code: ACCA 4025

Student Name: Kurtis Douglas

Student ID: 2512503

Group: 1

Lecturer's Name: Dipo Dunsin



E-Portfolio Link: <https://kurtisjack7.wixsite.com/my-site-3>

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Introduction

Welcome to my e-portfolio for the module Learning in the Digital Era (ACCA4025_LON). This space brings together the skills, knowledge, and digital experiences I have developed throughout the module. It includes four key tasks that demonstrate my learning: recognising important academic and employability skills, creating a teamwork poster and mind-map, exploring automatic referencing tools for research, and designing this online portfolio to show my ability to communicate and organise information digitally. Each piece of work highlights how I have used technology, collaboration, and independent study to support my personal development. Overall, this portfolio reflects my progress towards becoming a confident learner who can use digital tools effectively for both academic work and future career opportunities.

Main Body

Task 1: Essential Academic and Employment Skills for the future career Path

Developing strong academic and employment skills is essential for succeeding both at university and in future careers. Abilities such as communication, teamwork, organisation, digital literacy, and problem-solving help learners work independently and handle the expectations of higher education. These skills also support long-term professional development, especially in roles that involve responsibility, adaptability, and confidence when approaching new tasks or challenges [1].

Communication plays a central role in academic and workplace settings. It involves presenting ideas clearly in writing or speech, listening carefully to others, and sharing information in a way that is accurate and easy to understand. Being able to communicate well improves contributions to class discussions, group projects, and presentations. According to Andrews and Higson [2], employers often look for graduates who can communicate effectively because it reduces errors, strengthens teamwork, and supports positive working relationships.

Teamwork is another important skill for both study and employment. Working collaboratively teaches individuals how to respect different viewpoints, divide tasks fairly, and contribute to a shared goal. Many jobs rely on cooperation, and research shows that

effective teamwork can increase creativity, motivation, and productivity across organisations [3].

Good time management enables students to plan their workload, meet deadlines, and stay focused. By organising tasks in advance, learners can balance university work with personal commitments. Without effective planning, tasks may be rushed or incomplete, which can negatively affect academic performance [4].

Critical thinking and problem-solving are also valuable skills. These allow learners to analyse information, evaluate possible solutions, and make thoughtful decisions. In workplaces, unexpected problems are common, so being able to think carefully and respond appropriately is highly valued.

Digital literacy has become essential in modern education and employment. Understanding how to use online tools, research platforms, and software helps students complete assignments more efficiently and prepares them for technology-driven workplaces [1].

Overall, developing academic and employment skills helps learners gain confidence, work independently, and prepare effectively for future career opportunities.

Task 1 (a): Report on Essential Academic and Employment Skills

Essential skills for study and employment are the core abilities that help individuals learn effectively, work confidently and succeed in their chosen career. These skills include communication, digital literacy, time management, problem-solving and teamwork. Communication is important because it allows you to express ideas clearly in writing and face-to-face situations, which is essential when completing assignments or presenting information at work. Digital literacy is also key, as most workplaces and universities rely on online platforms, research tools and digital applications. Being confident with technology helps you stay organised and complete tasks efficiently.

Time management is another essential skill because it helps you plan your workload, meet deadlines and balance different responsibilities. Good problem-solving skills allow you to

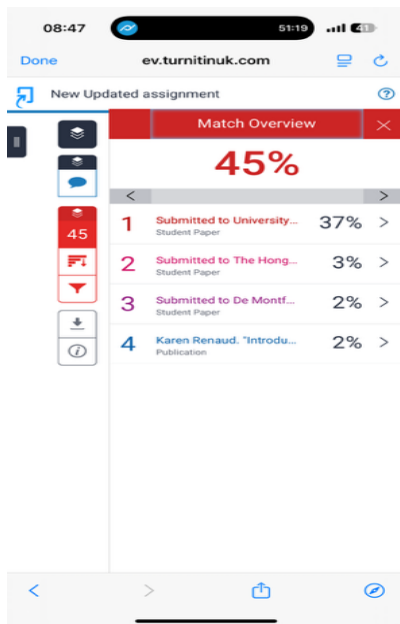
analyse situations, identify solutions and make decisions confidently. Teamwork is equally important, as many academic tasks and workplace roles require working with others, sharing ideas and contributing to group goals.

These skills directly support my chosen career path in Essential Skills for Study and Employment. Clear communication helps me support others professionally, while digital literacy allows me to use online systems effectively. Time management ensures that I meet expectations and handle tasks responsibly. Problem-solving and teamwork help me adapt to challenges and work well with colleagues or learners. Overall, essential skills form the foundation for academic success and long-term career development.

Task 1 (b): Evaluation of Task 1 (a) based on Similarity report

When I checked my Turnitin similarity score and saw it was 45%, I realised that some of the matches were not from copied work but from standard headings, instructions, and phrases that all students are required to use. This helped me understand that Turnitin can highlight similarities even when the content has been written independently. It also reminded me how important it is to paraphrase properly and avoid sentences that are too close to examples or templates.

Reviewing the report taught me to pay closer attention to repeated wording, express ideas in my own style, and make sure each part of my work is clearly written from my own perspective. In future tasks, I can improve by planning my writing earlier, rephrasing ideas more thoroughly, and replacing common academic phrases with my own explanations. I will also include more personal reflections and examples so my writing stands out as uniquely mine. Before submitting, I will review each section carefully to ensure the structure and language are completely original and clearly linked to my own learning experience.

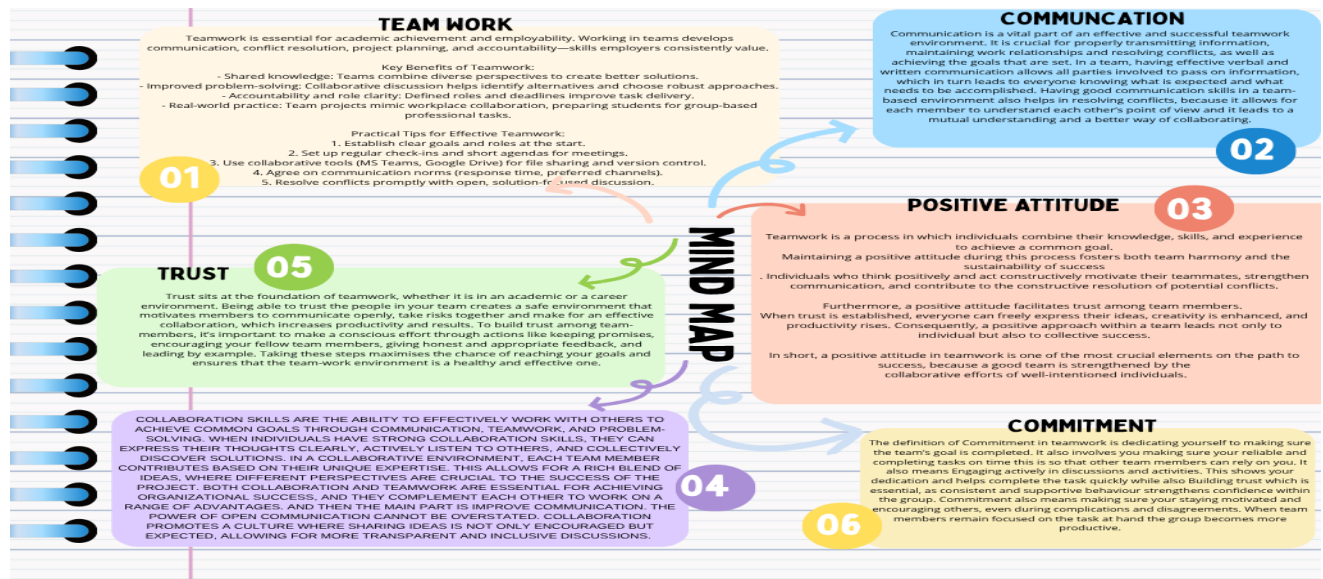


After looking at my similarity report, I realised there are several ways I can improve next time. First, I need to paraphrase more deeply by rewriting ideas fully in my own words instead of following the structure of the original text. I also learned that common phrases and templates can increase similarity, so I will try to use more of my own examples and explanations to make my work more personal.

Starting my assignments earlier will give me more time to rewrite and review my work before submitting. I will also check my writing carefully to avoid repeated wording and make sure that any quotes or sources are clearly referenced. Overall, this experience has helped me understand how to write more independently and reduce similarity in future tasks.

Task 2: Collaborative Mind Map and Individual Poster

Mind Map (Collaborative)





LIFE IS A TEAM SPORT

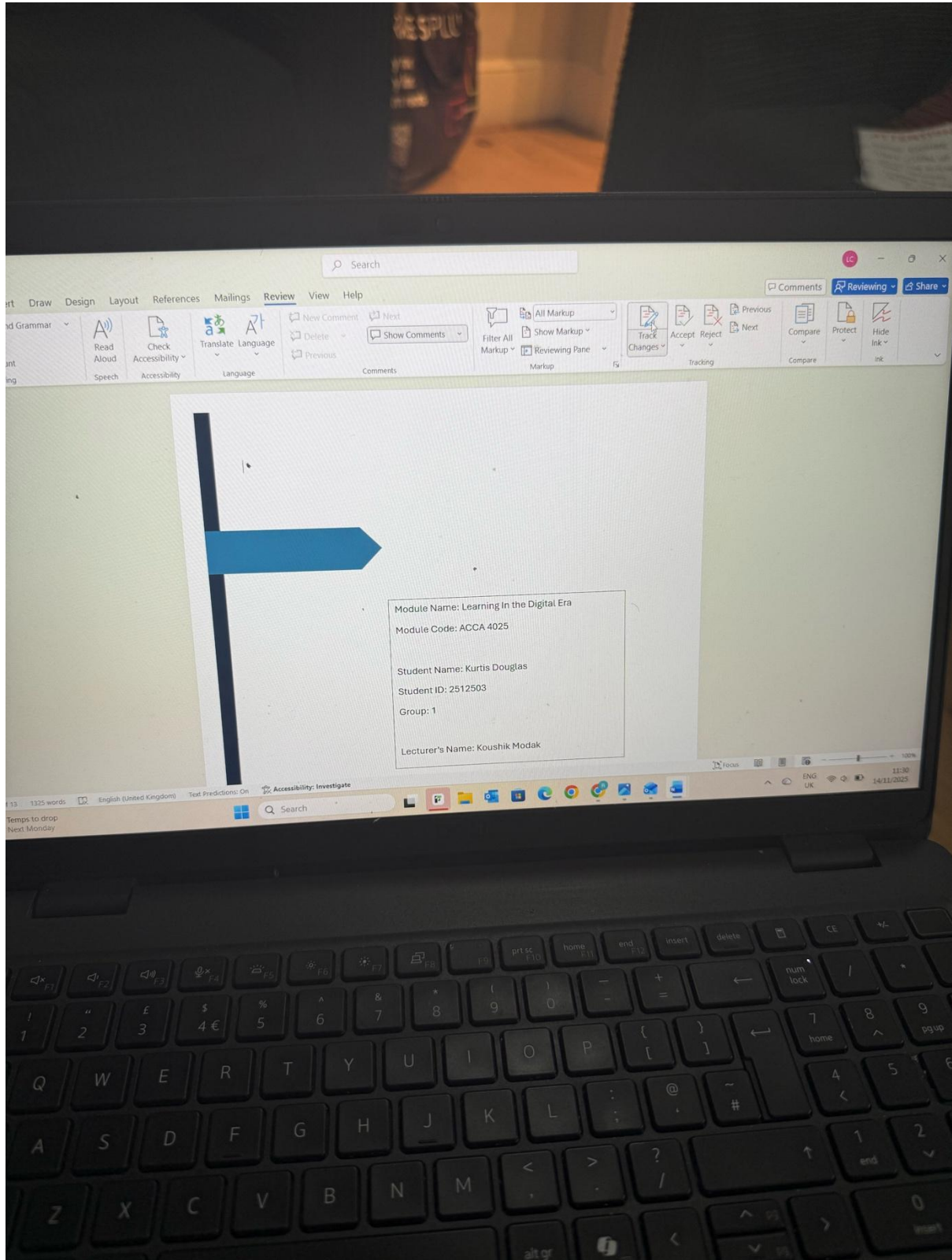
Building Collaboration Skills for Study and Work

Task 3: Office Applications to Create, Store, Present and Analyse (450 Words, IEEE Referenced).

Modern workplaces rely heavily on digital office applications to create, store, present, and analyse information efficiently. Microsoft 365 is one of the most widely used office suites and includes essential tools such as Word, PowerPoint, Excel, and Access. These applications share a consistent interface and cloud-based environment, which helps users transition between tasks and enhances productivity in both academic and professional settings [1].

Microsoft Word is primarily used for creating and editing written documents. It provides features such as styles, templates, and professional formatting tools. One of its most valuable

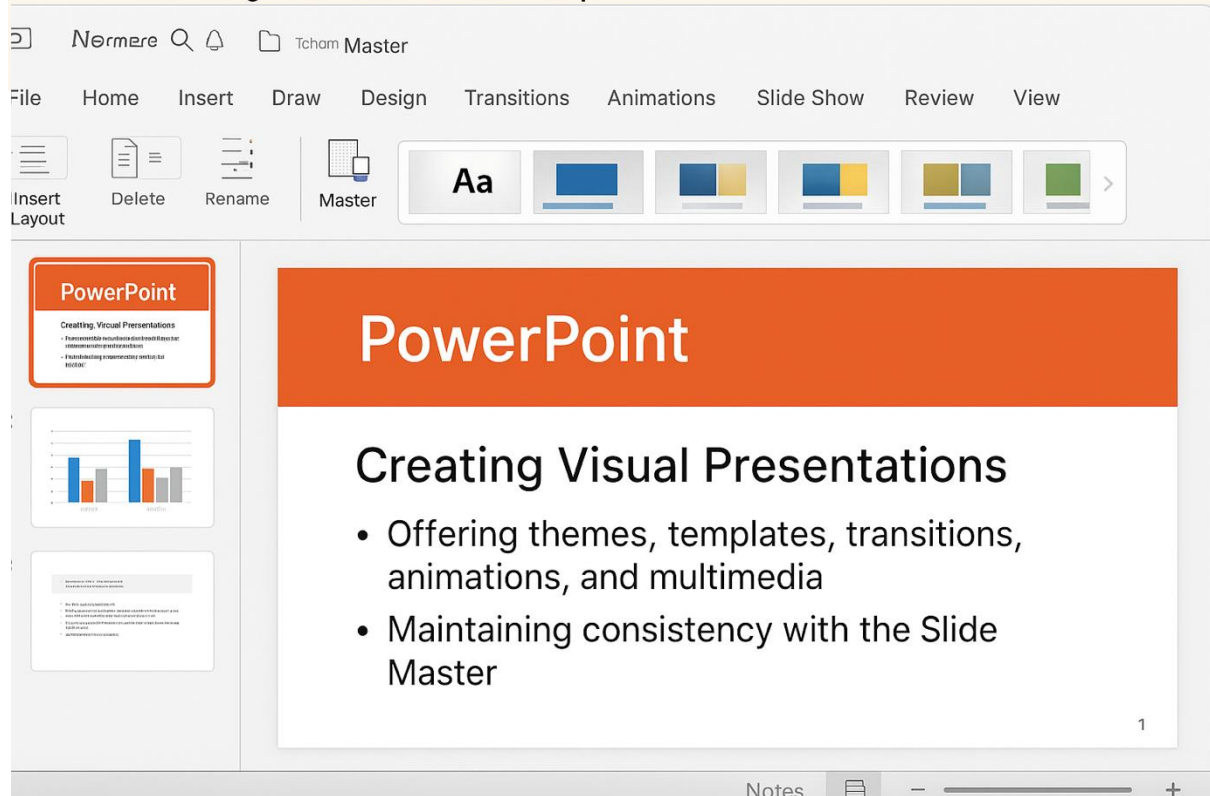
functions is Track Changes, which supports collaborative editing by allowing users to review comments and accept or reject edits. Word also integrates with Mail Merge, enabling personalised letters, certificates, envelopes, and emails through Excel data sources [2]. Cloud storage through OneDrive ensures that users can access their documents anywhere and collaborate in real time with others.



PowerPoint is designed for creating visual presentations. It offers themes, templates, transitions, animations, and the ability to embed videos and audio. The Slide Master feature helps maintain consistent slide formatting, while Presenter View allows the speaker to see notes, the next slide, and a timer during delivery [3]. PowerPoint integrates smoothly with Excel, enabling charts and tables to update automatically when linked to live data sources.

PowerPoint

- PowerPoint is designed for creating visual presentations.
- It offers themes, templates, transitions, animations, and the ability to embed videos and audio.
- The Slide Master feature helps maintain consistent slide formatting, while Presenter View allows the speaker to see notes, the next slide, and a timer during delivery.
- PowerPoint integrates smoothly with Excel, enabling charts and tables to update



Excel is a powerful tool for organising, analysing, and interpreting data. It includes formulas, functions, conditional formatting, charts, and PivotTables, which are especially useful for summarising large datasets. For example, a manager can analyse monthly sales by selecting data, inserting a PivotTable, and arranging fields such as Product, Region, and Revenue to identify patterns [4]. Excel's analytical tools help organisations make informed decisions and create clear visual reports

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1	Product	Region	Revenue					
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3	B	South	\$2,000		North	\$11,000		
4	C	East	\$5,500		South	\$13,000		
5	D	West	\$8,600		East	\$15,000		
6	E	Dara	\$6,700		West	\$17,000		
7	F	Region	\$4,600		Grand Total	\$70,000		
8	A	North	\$2,600					
9	C	South	\$2,500					
10	D	East	\$2,300					
11	E	West	\$1,800					
12	F	Region	\$5,000					
13	F	North	\$3,300					
14	G	East	\$5,700					
15	H	West	\$2,000					

PivotTable Fields

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- ☒ Product
- ☒ Region
- ☒ Revenue

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OrderID	CustomerID	Product	Quantity	
1	A	Notebook	10	
2	B	Pen	15	
3	C	Pencil	25	
4	A	Pen	30	
5	D	Notebook	5	
6	B	Pencil	12	
7	C	Notebook	20	

Access is Microsoft’s database management application. It stores large amounts of structured data in tables and allows users to create forms, queries, and automated reports. For example, a small business can use Access to track customer orders, manage stock levels, and generate daily summaries. Access can export data into Excel for further analysis, making it useful for organisations that need reliable data management systems

In conclusion, Microsoft 365 applications provide a unified environment for document creation, information management, data analysis, and professional presentations. Each tool serves a unique function, but together they support efficient digital workflows in education, business, and collaborative environments.

IEEE Reference List

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Virtual collaboration refers to working with others through digital tools and online platforms to complete shared tasks, communicate, and exchange information. In modern education and employment, virtual collaboration is essential because teams are often based in different locations and rely on technology to stay connected. Tools such as Microsoft Teams, Zoom, Google Docs, and Slack support messaging, video meetings, shared documents, and project organisation, making them central to remote teamwork [1].

One of the main advantages of virtual collaboration is increased flexibility. Team members can contribute from any location, allowing groups to work around different schedules, time zones, and responsibilities. This accessibility helps improve participation, reduces travel costs, and supports inclusive teamwork for people who cannot always attend in person. In academic settings, virtual platforms enable students to work on group projects, attend online discussions, and edit shared documents in real time [2].

Another benefit is improved productivity. Digital tools allow multiple users to edit the same document at once, track changes, share files instantly, and use cloud storage to keep work organised. Features such as online whiteboards, breakout rooms, and shared calendars support group planning and decision-making. These tools help teams communicate clearly and reduce misunderstandings by keeping all information in one place [3].

However, virtual collaboration also presents challenges. Technical problems such as poor internet connections, software issues, or lack of digital skills can interrupt meetings or delay progress. Communication can sometimes feel less personal, leading to misunderstandings or reduced engagement. Teams must therefore develop strong communication habits, including clear instructions, active listening, and regular check-ins to maintain group cohesion [4].

Overall, virtual collaboration is a vital skill for both academic and professional environments. When supported by good digital literacy, reliable technology, and effective communication,

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Activity

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@Mentions

Replies

Reactions



 **Sadaf + 14 replied** Wednesday

 bloody hell nhs is so messed up.
CertHE Group 4_GRP > General

 **Cristian + 1 replied** Wednesday

 yeah bro idk how to use that reworks thing for m...
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 **Daud posted** Monday

 The definition of Commitment in teamwork is de...
create a map_GRP > General

 **Cristian replied** Monday

 Collaboration in teamwork is the process where i...
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 **Vithursha posted** Monday

 Collaboration skills are the ability to effectively w...
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 **Cristian posted** Monday

 Positivity is a vital part of a successful and effect...
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 **Cristian posted** Monday

 Trust sits at the foundation of teamwork, whethe...
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 **Sadaf liked** 5 Nov

 Okay
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 **Cristian posted** 5 Nov

 whenever, lets just pick one of these bulletpoints...
create a map_GRP > General

 Activity

 Chat

 Teams

 Assignments

 Calendar

 1 More

virtual teamwork helps groups share ideas, work efficiently, and achieve common goals. As workplaces continue moving toward hybrid and remote models, the ability to collaborate virtually has become an essential skill for long-term success.



In this screenshot, government officials and community members take part in a Kent County coronavirus (COVID-19) African American community briefing online via Zoom on Tuesday, April 14, 2020. (Cory Morse | MLive.com) Cory Morse | MLive.com

Put your Chosen topic here (Riding The Storm)

The concept of “Riding the Storm” comes from the Storming stage of Tuckman’s team development model, which explains how groups progress through phases of forming, storming, norming, performing, and adjourning [1]. The Storming stage is often the most challenging, especially in virtual collaboration environments where communication barriers, misunderstandings, and conflict can escalate more easily. This stage typically occurs after initial introductions when team members begin expressing opinions, questioning decisions, and addressing differences in working styles.

In virtual teams, storming is intensified by factors such as delayed communication, lack of non-verbal cues, unequal participation, and frustration with technology. Conflicts may arise over unclear roles, unequal workload distribution, or disagreement about the project direction. According to O’Neill and Salas, virtual teams experience more conflict because they rely heavily on written communication, which can lead to misinterpretation of tone and intent [2].

“Riding the storm” means managing conflict constructively rather than avoiding it. Avoiding conflict can create deeper problems later, including resentment, lack of trust, and reduced team performance. To respond effectively during this phase, teams should establish clear expectations, define roles, use structured communication channels, and agree on response times for messages. Research suggests that teams who openly address conflict early develop stronger trust and become more effective long-term [3].

Tools such as Microsoft Teams, Zoom, and shared digital workspaces help teams manage the storming stage by offering real-time communication, transparent task allocation, and accessible collaborative documents. Group discussion rules—such as turn-taking, respectful language, and summarising decisions—also help reduce tension. Active listening and encouraging all members to contribute can prevent dominant voices from overshadowing others.

Once a team successfully “rides the storm,” they typically progress to the Norming stage, where cooperation increases, conflict decreases, and members become more solution-focused. Storming is therefore not a negative stage but an essential part of team growth. When managed well, it helps virtual teams build resilience, clarity, and stronger working relationships.



Task 4: E-Portfolio Creation and Evaluation

Task 4 (a): E-Portfolio Creation

Task 4 (b): Illustrative Review of E-Portfolio tool Selection

Conclusion

Overall, this assignment has demonstrated how digital skills, teamwork, and effective communication are essential for success in both academic study and future employment. Through exploring key essential skills—such as communication, digital literacy, time management, problem-solving, and teamwork—it became clear that these abilities form the foundation of independent learning and professional growth. The tasks also showed how modern office applications, including Microsoft Word, Excel, PowerPoint, and collaborative online platforms, support the creation, organisation, analysis, and presentation of information in a professional and efficient way.

The teamwork activities, including the academic poster and group mind-map, highlighted how collaboration strengthens learning and allows individuals to share ideas, negotiate roles, and build confidence when working with others. The concept of “Life is a Team Sport” reinforced the importance of cooperation in real academic and workplace environments. Additionally, the exploration of virtual collaboration—especially the “Riding the Storm” stage—emphasised that conflict is a natural part of group development. When managed constructively, it helps teams develop trust, improve communication, and work more effectively together.

Using automatic referencing tools, such as RefWorks, also demonstrated how digital systems can support academic integrity by generating accurate IEEE citations and reference lists. This skill is essential for producing credible academic work and maintaining professional standards.

Overall, the assignment shows how digital tools, essential skills, and teamwork all connect to support effective learning and career development. By completing each task, I have strengthened my understanding of collaboration, technology, communication, and academic practice—skills that will continue to benefit me in future studies and in the workplace.

References

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[5] D. Boud and N. Falchikov, “Aligning assessment with long-term learning,” *Assessment & Evaluation in Higher Education*, vol. 31, no. 4, pp. 399–413, 2006.

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