

Reflection of What I Have Learnt Within the First Four Weeks of This Course

Within the first week of the course, we were given an introduction about what we were learning through the course. To start with, we talked about Microsoft and how it was used to enhance all features of the application. We then went on to learn about JISC discovery tool to help with self-assessment and how we are progressing with digital skills. Following on we had a look at Moodle which is the portal where we can find all our study handbooks and where content is uploaded weekly to help support us outside of the classroom.

Within the second week we learned about Outlook and Task management, personally this was useful as it made me feel more confident, it also explored how to write professional emails whether that be sending work emails or making events! Specifically, within outlook calendar we learned how to set reminders that are linked to calendars, which I found helpful. Then we moved on to Trello which a more professional project management tool helping to organise tasks, track progress and collaborate with others which I feel will be a reliable tool for use in business and other work tasks.

Week three was the introduction to AI – Artificial Intelligence and Ethics which helped me to understand the positives and negative of how it can be used. One of the negatives is explained by Rim (2021) as they mention “may occasionally generate incorrect information, may occasionally produce harmful instructions or biased content, limited knowledge of world and events after”. But it can also be a positive as ChatGPT can be used for problem solving, can form long and short-term text and have lots of other uses.

Following on was, digital ethics and integrity, learning how to use digital tools responsibly and safely. An example of this can be protecting privacy, being fair and avoiding harm to others and how things can impact others online and how it's always important to use technology safely and responsibly. Regarding data, we learnt about data protection and how it is a right to protect personal data, which is a fundamental right under the European Convention on Human Right (ECHR). Talking about how everyone has the right to respect for their private and family life, home and correspondence which includes the protection of personal data.

Week four consisted of Microsoft Office 365 which I found interesting as we learned about how to set up meetings with people to collaborate successfully, using teams and calendar to link sessions up. Learning that documents can also be uploaded to One Drive and the Cloud to be shared and edited amongst set groups of people. It also included how to use the different apps like word, PowerPoint and excel and how to format documents including with references. Also, with sharing the with specific groups over the internet it keeps everything secure as people don't have to carry paper or risk losing USB storage.

Bibliography

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Rim, C. (2023) “Dont Ban ChatGPT – Teach Students How To Use It” Forbes – May 2023
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<https://www.forbes.com/sites/christopherrim/2023/05/03/dont-ban-chatgpt-teach-students-how-to-use-it/>