

## LCHS 4002 Digital Skills and Research Methods (DSR)

### Health and Social Care

### 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 2/3 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>“Presentation group formation”</b></p> <p><b>Digital Skills and Literacy</b></p> <p>Digital Literacy: Introduction to digital technology, discussion on various technologies used in daily life.</p> <p>Class Activity:<br/>Group Discussion – various technology benefits and side effects.</p> | <p><b>Computer Systems and Internet</b></p> <p>Overview of Computer System:<br/>Different components of a Computer System discussed.</p> <p>Class Activity:<br/>Group Discussion – Identify differences between ROM and RAM.</p>                                                                                                                                                                                                  | <p>Discuss the contents of the module.<br/>Discussion of skills employers seek.</p> <p>Overview of a ComputerSystem</p>                                                                                                                   |
| <b>Week 2</b> | <p><b>“Discussion on Presentation (Assessment 1) assuming the assessment briefs will be published by week 1 or week 2.”</b></p> <p><b>Scope &amp; Impact of DigitalTechnology in H&amp;Sc</b></p> <p>Different modern technologies used in health and social care industry and theirimpact</p> <p>Class Activity: (Individual)</p> <p>How modern technology is used at your workplace.</p>                                                    | <p><b>Contemporary Technology in H&amp;Sc</b></p> <p><b>Contemporary Technologies and their influences in H&amp;Sc</b><br/>Significance of using contemporary technologies in health and social careindustry and their influences.</p> <p><b>Influence of social media in H&amp;Sc</b><br/>Efficient use of social media in health and social care industry</p> <p><b>Guest Speaker (Someone from the core H&amp;Sc team)</b></p> | <p>Different modern technologies used in health and social care industry and their impact.</p> <p>Contemporary technologies and their uses in Health and social care industry. Use of social media in Health and social careindustry.</p> |

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| <b>Week 3</b> | <p><b>Microsoft Word Essentials</b></p> <p>Microsoft Word Essentials: Download and install Office 365 (Office Online), familiarizing with MS Word by creating file, folder, cover page, header and footer, table of contents, references, and some other MS Word formatting skills.</p> <p><b>Library Session:</b> Finding credible sources, Paraphrasing and Referencing.</p>                                                                                                                                                                                                                                                                                                              | <p><b>Practical activity on MS Word</b></p> <p>Class Activity: Individual work – Download office 365 and taking notes on how to use MS Word.</p> <p>Assignment Activity: Search for on-line sources, how to use online sources, referencing and unfair practice.</p> <p><b>Group forming for group-presentations should be finalised by this week.</b></p>                                                                                         | Microsoft Word Essentials                                                                        |
| <b>Week 4</b> | <p><b>Microsoft PowerPoint Essentials</b></p> <p>Microsoft PowerPoint: PowerPoint basics, how to design slides, familiarizing with MS PowerPoint and to know how to design slides (what to consider).</p> <p>Microsoft PowerPoint: How to give PowerPoint Presentation. Understanding good and bad examples of Presentation.</p>                                                                                                                                                                                                                                                                                                                                                            | <p><b>Practical activity on MS PowerPoint</b></p> <p>Class Activity:<br/>Individual work – Taking notes and doing practice on designing slides.</p> <p>Class test: Preparing a PowerPoint slide on a topic chosen by the lecturer.</p>                                                                                                                                                                                                             | <p>Microsoft PowerPoint Essentials</p> <p>In class discussion and individual class activity.</p> |
| <b>Week 5</b> | <p><b>Introduction to Data</b><br/>Data, information, knowledge &amp; wisdom. Different formats of data.</p> <p>Primary and secondary data and their differences, advantages, and disadvantages.</p> <p>Class Activity:<br/>Group Discussion – Discuss the differences between primary and secondary data</p> <p><b>Research, Primary and Secondary Research</b><br/>Discussion on two different research types.</p> <p><b>Introduction to Research Methods</b></p> <p>Research Methods: Introduction to research methods, Types of research methods, Quantitative, Qualitative and Combined research methodologies, and their differences.</p> <p>Variables: Numerical and Categorical</p> | <p><b>Further Discussion:</b></p> <p><b>Data Collection:</b><br/>Different methods of collecting Primary Data.<br/>Different sources and ways to collect Secondary data <b>(Main focus)</b><br/>Data collection tool: Questionnaire, Designing a questionnaire</p> <p><b>Basic concept of Population, sample, and Sample size</b><br/>-Understanding the basic concept of population, Sample and sample size and their importance in Research.</p> | <p>Group discussions</p> <p>Group discussions</p>                                                |
| <b>Week 6</b> | <p><b>Discussion on Assessment 2</b></p> <p>Demo 1 on Presentation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Demo 1 on Presentation                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                  |

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| Week 7  | <p><b>Basic discussion on data Analysis and Visualization</b></p> <p><b>Excel Activity</b></p> <p>- Familiarization of MS Excel, Microsoft Excel Step by Step Guide, learning different functions and formatting in Excel, and how to use Excel for producing graphs/charts/diagrams for data analysis and visualization.</p> <p><b>Practical activity on Excel</b></p> <p>Class Activity:<br/>Individual work – Apply different excel formatting, Using different excel functions and Designing various charts/graphs/diagram in excel.</p> | <p><b>Research Ethics and Data Protection Act (Optional to very basic discussion on Research ethics as the report is based on secondary research. The purpose should be just to inform students about the importance of research ethics only)</b></p> <p>Research Ethics: Considering factors while doing research.</p> <p>Data Protection Act and Principles: Discussions on Data Protection Act and GDPR and their importance in research field.</p> <p>Group Discussion: Find a list of actions you need to consider for doing research ethically.</p> | Practical exercises |
| Week 8  | <b>Revision/Demo Presentation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Revision/Demo Presentation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Recap               |
| Week 9  | <b>PRESENTATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>PRESENTATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |
| Week 10 | <b>Formative Feedback/Revision</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Formative Feedback/Revision</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                     |