

Welcome to Digital Skills

LCLM4002 Digital Skills
Week 1



Welcome to the module

Because Business is Digital

What today is about

Get to know the Digital Skills module

Try our first simple online activity using Vevox

Explore what “digital skills” mean at university

Think about our own digital strengths

Start learning how to use Moodle with confidence

Learn some basic digital safety practices

Vevox: A Handy Tool



Let's try VEVOX!

What do you enjoy doing in your free time?



Listening to music



Games



Watching TV or films



Cooking or food

Which device are you using today?



How do you feel about using technology for learning today?



What are Digital Skills?



Digital skills are...

01:00

- Digital skills are the things we do using technology to learn, communicate, and work.
- In this module, we build the digital habits you need for university and for business.

Turn to the person next to you

What digital things did you already do today before coming here?

Like: messaging, maps, email, YouTube, online banking

Why Digital Skills Matter in University

- Finding information
- Saving, naming, and organising files
- Using Moodle
- Working safely online
- Submitting work
- Communicating with tutors and your classmates

Digital Skills in Business

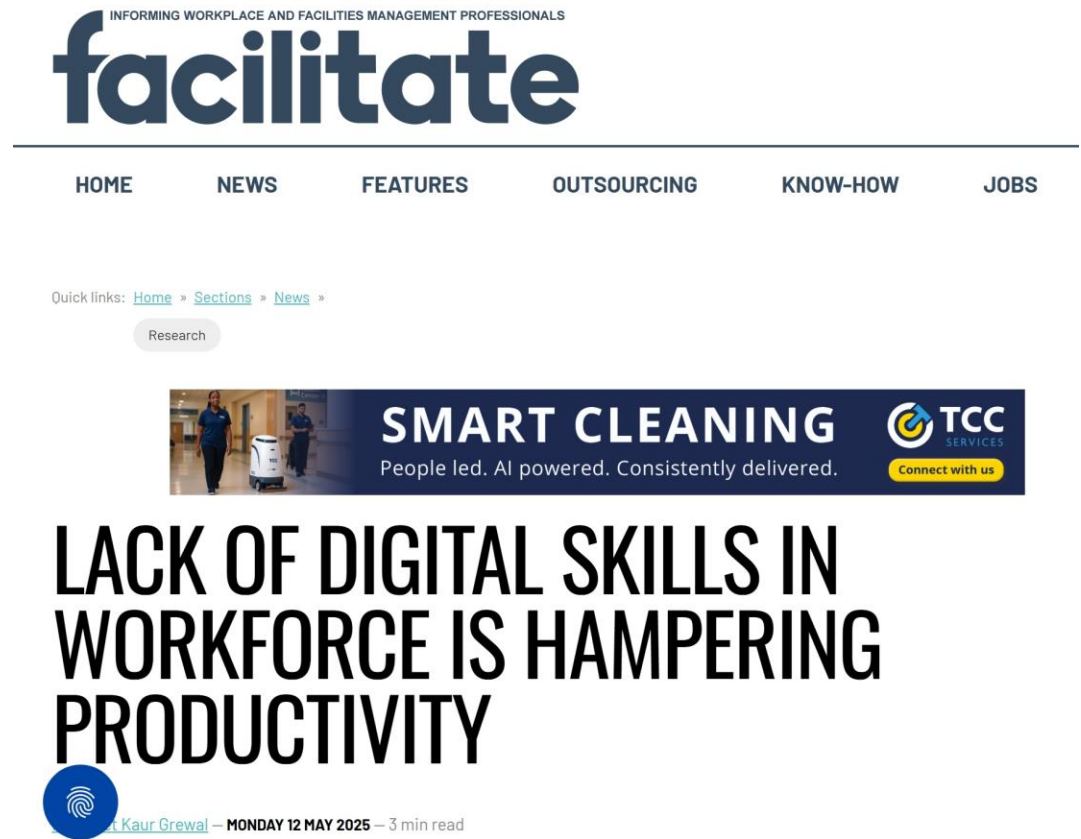
Business jobs often require:

- Writing emails
- Using online meetings
- Making simple reports
- Working with files
- Basic digital safety
- Using tools like Word, PowerPoint, Teams, LinkedIn

Business Skills = Digital Skills

- UK businesses lose billions every year because workers do not have basic digital skills.
- Over half of working-age adults cannot complete all the essential digital tasks needed for work.

Grewal, H. K. (2025) Lack of digital skills in workforce is hampering productivity, Facilitate Magazine, 12 May. Available at: <https://www.facilitatemagazine.com/content/news/2025/05/12/lack-digital-skills-workforce-hampering-productivity> (Accessed: 27 February 2026)



Diagnosing Digital Strengths & Needs





Jisc Discovery Tool

Registration and Getting Started for New Students

(Birmingham and London)



Fill in the New Students Survey

New students

Using digital tools

Digital communication and collaboration

Finding information and resources

Being digital

Managing your digital learning

Digital creativity and problem solving

Digital preferences and needs



Jisc



Download



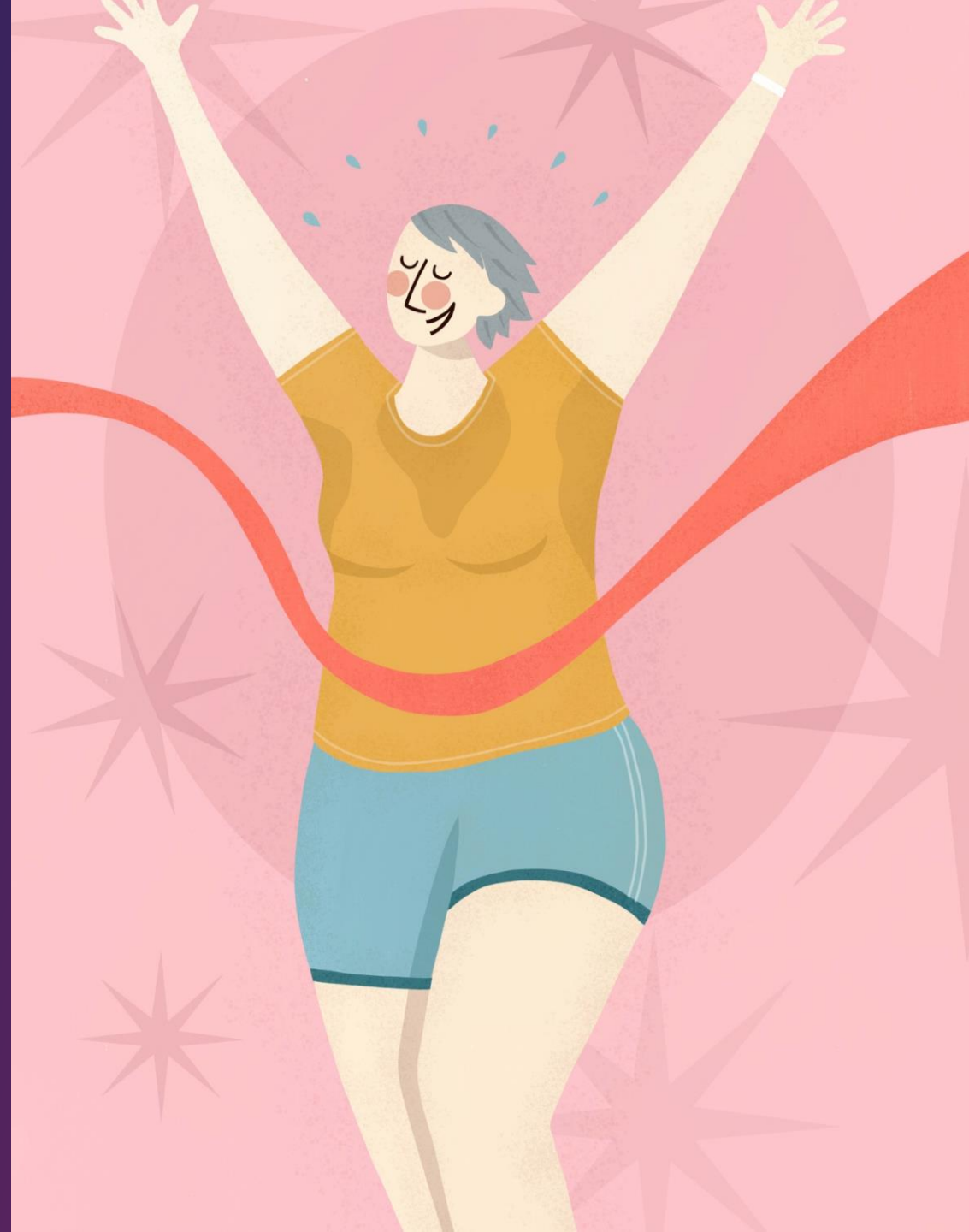
Languages

Are you preparing to start your course/just starting your course? Begin your digital discovery here.



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Finished?





Share 1 strength and 1 development area

Talk to the person next to you
Share two things from your JISC results:

- One digital strength you have
 - One digital skill you want to improve
-
- Use these sentence starters:
 - “A strength for me is...”
 - “I want to improve...”

Remember:

- There are no right or wrong answers.
- Everyone has different digital skills.

03:00

Introduction to Moodle



What is Moodle?

- Moodle is our online learning space — it's where your module information lives.
- You will find everything for this class on Moodle: weekly materials, activities, and announcements.
- You will submit your assignments on Moodle when the time comes.
- You can log in from your phone, laptop, or a university computer.

Let's give it a go



- Google: **UWTSD Moodle**
- Go to Moodle from your **UWTSD HWB app**

Break time!

See you in 15 minutes 😊

File Organisation Basics



Organising Your Digital Files

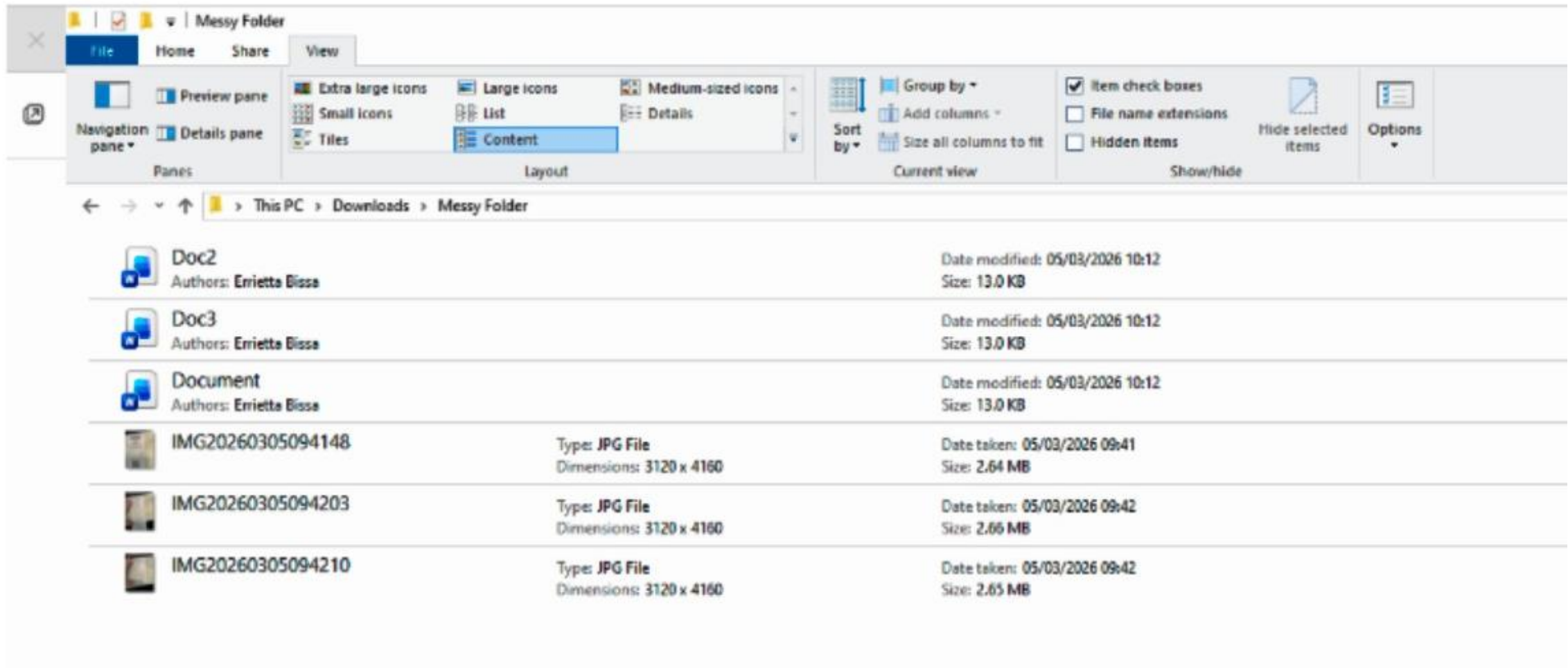
Find your work quickly

Keep your files tidy

Avoid losing assignments

Build good digital habits for future jobs

Messy Folder = Hard to Find Work



Messy Folder = Hard to Find Work

Examples:

- “Document1_final_final”
- “New folder (3)”
- Files in random places
- Screenshots with no names (e.g., IMG_2022351)

Why?

- Hard to search
- Easy to lose work
- Confusing during busy weeks
- Not professional in a workplace

Organised Folder = Less Stress

Examples:

- One folder per module
- Clear names:
 - DS_Week1_Notes
 - AS_Task2_Draft_v1
 - Reading_BusinessEthics.pdf
- Easy to find files
- Helps you plan assignments
- Looks professional
- Saves time

Simple Naming Rules

- Use short, clear, and informative names:
- Module + Task + Version
- Examples:
 - DS_Week1_FileOrganisation
 - EmailToTutor_Draft_v1
 - Report_Section1_v2

- Avoid:
 - “file.docx”
 - “final_FINAL.docx”
 - “idk_whatever.docx”

Your module folders

- Create Folders Like This: Inside each folder:
 - Digital Skills
 - → Week 1
 - → Week 2
 - → Week 3
 -  Academic Skills
 - → Week 1
 - → Week 2
 - → Week 3
- Slides
 - Notes
 - Worksheets
 - Screenshots
 - Drafts

How to download the Messy folder



Hands-On File Organisation: Choose Your Station

Station RED — Laptop / Computer Users

- Download the messy folder
- Create new folders
- Rename files with clear names
- Take before/after screenshots

Station GREEN — Phone / No-Laptop Users

- Use printed file cards
- Sort into clear groups
- Decide folder names
- Rewrite file names clearly
- Build your organised structure on A3

15:00



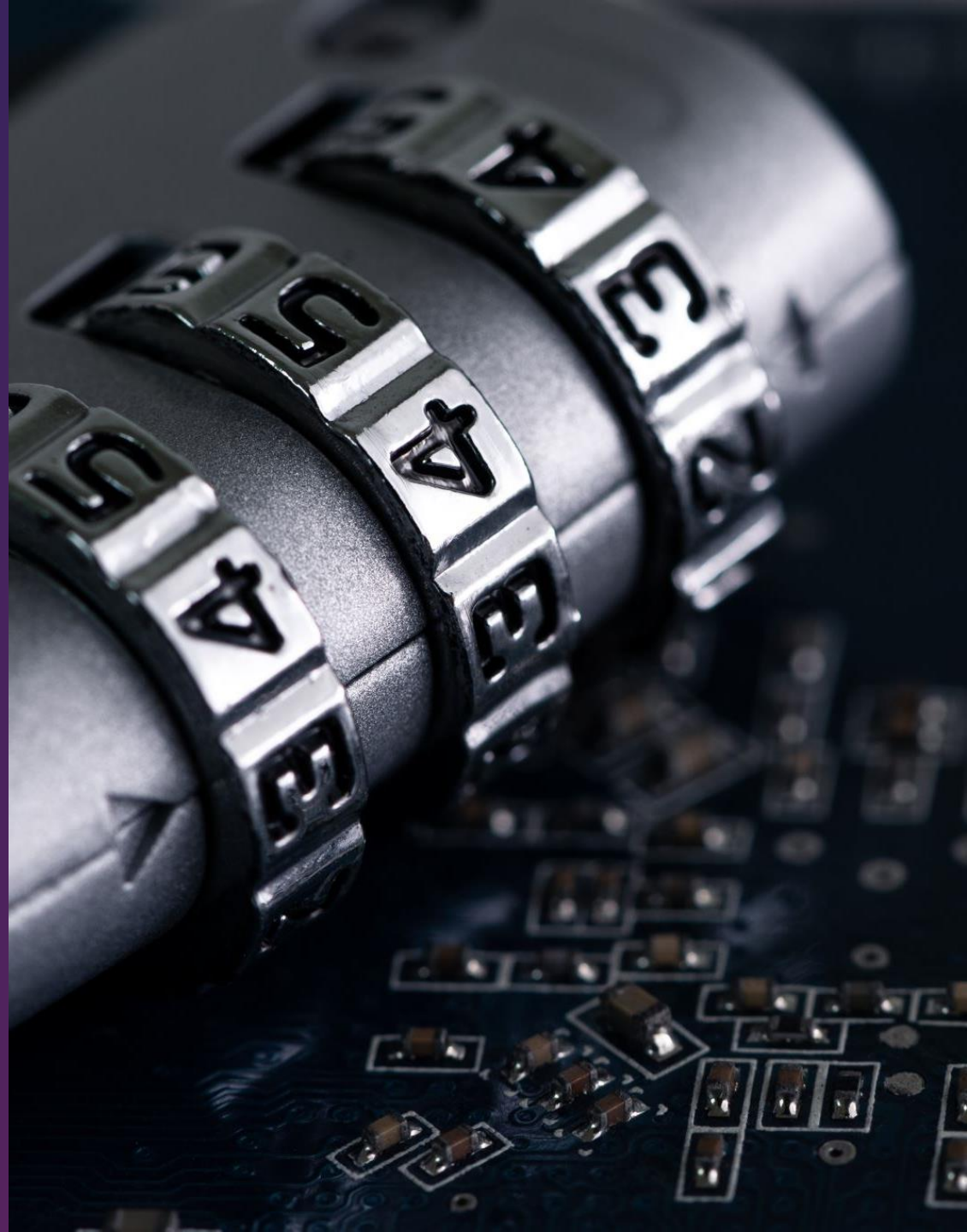
How Did You Organise Your Files?

Talk to a partner from the other station.

Share:

- How you organised your files/cards
- One file name you improved
- One decision you made and why

Digital Safety



Digital Safety: Why It Matters in Business

In business, unsafe digital habits can lead to:

- Lost money
- Lost customers
- Lost contracts
- Legal problems
- Damage to reputation



Callaghan, R. (2025) The State of Data Security: All the Ways Organizations Lost their Data in 2024, Wasabi Blog, 16 January. Available at: <https://wasabi.com/blog/data-protection/the-state-of-data-security> (Accessed: 27 February 2026)

Strong Passwords Protect Business Data

A strong password is:

- 12+ characters
- Mixed letters, numbers, symbols
- Never share
- Weak passwords can cause real financial damage

NordPass (2026) Top 200 most common passwords:
Generations change, password habits remain. Available at:
<https://nordpass.com> (Accessed: 9 March 2026)

Generation Z Millennials Generation X Baby boomers Silent gener



Rank ①	Password ①
1	12345
2	123456
3	12345678
4	123456789
5	password
6	1234567890
7	skibidi
8	1234567
9	pakistan123
10	assword

Phishing: Fake Messages That Target Businesses

Phishing = messages that pretend to be real

Look out for:

- Strange links
- Urgent instructions
- Unknown senders
- Attachments you did not expect

BBC News (2025) HMRC hit with £47m fraud as scammers access taxpayer accounts, 5 June. Available at: <https://www.bbc.co.uk/news/articles/cvgnz3r2m7eo> (Accessed: 27 February 2026).



Safe vs Unsafe Wi-Fi

- Safe Wi-Fi:
 - Home Wi-Fi
 - University Wi-Fi
 - Phone hotspot
- Unsafe Wi-Fi:
 - “Free WiFi” in cafés
 - Open networks with no password

Doffman, Z. (2025) ‘Avoid Using Public WiFi’—Google Warns 3 Billion Smartphone Users, Forbes, 5 November. Available at: <https://www.forbes.com/sites/zakdoffman/2025/11/05/avoid-using-public-wifi-google-warns-3-billion-smartphone-users/> (Accessed: 27 February 2026).

The screenshot shows the Forbes website interface. At the top, the 'Forbes' logo is visible. Below it, there's an advertisement banner for Adobe with the text 'From AI frenzy marketing ROI. Starts with Adobe.' and a 'Brand Score' of 90 with '+2,301 Mentions'. The main article title is 'Stop Using Public Wi-Fi, Google Warns—Change Your Phone Settings' by Zak Doffman, Contributor. The article is categorized under 'INNOVATION > CYBERSECURITY'. The publication date is 'Published Nov 05, 2025, 04:23am EST, Updated Nov 06, 2025, 03:02am EST'. Below the article title, there's a video player showing a scene with a person in a yellow shirt. A small video player on the right shows 'NOW PLAYING: DIRECTOR AVA DUVERNAY: H'.

Email mistakes can be costly for businesses

Ask yourself:

- Do I know this sender?
- Is the address correct?
- Is the message too urgent or strange?
- Does it ask for money or data?

BBC News (2024) PSNI data breach: Almost 5,000 officers and staff in legal action, 26 April. Available at: <https://www.bbc.co.uk/news/uk-northern-ireland-68910068> (Accessed: 27 February 2026).

NEWS

Home UK World Business Culture Politics Health Tech InDepth BBC Verify Climate

N. Ireland N. Ireland Politics

PSNI data breach: Almost 5,000 officers and staff in legal action

26 April 2024



PA MEDIA

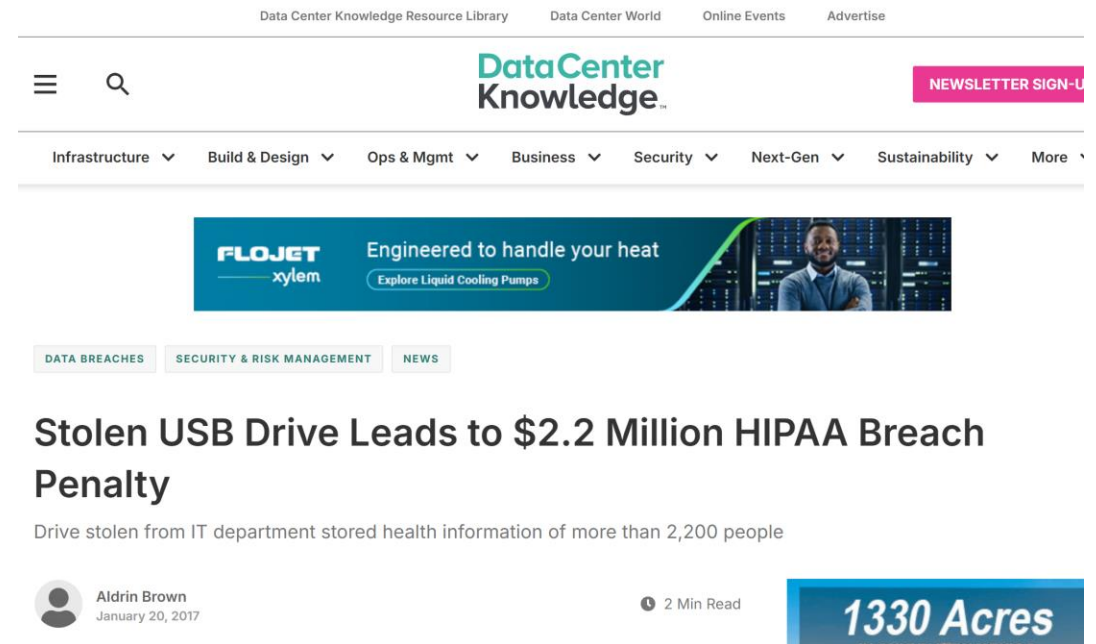
Store and Handle Files Safely

Do:

- Use OneDrive
- Use clear folder names
- Follow company rules
- Keep backups

Avoid:

- USB sticks
- Saving only on the desktop
- Random or unclear names



Brown, A. (2017) Stolen USB Drive Leads to \$2.2 Million HIPAA Breach Penalty, Data Center Knowledge, 20 January. Available at: <https://www.datacenterknowledge.com/data-breaches/stolen-usb-drive-leads-to-2-2-million-hipaa-breach-penalty> (Accessed: 27 February 2026).



Spotting Safe vs Unsafe Actions





Spotting Safe vs Unsafe Digital Actions

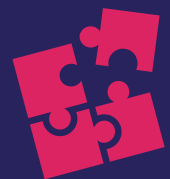
In groups of 4-5:

- Look at each card
- Decide: Safe / Not Safe / Not Sure
- Place cards in the 3 areas on your table

Think about:

- password safety
- email safety
- file storage
- Wi Fi safety
- business risks

10:00



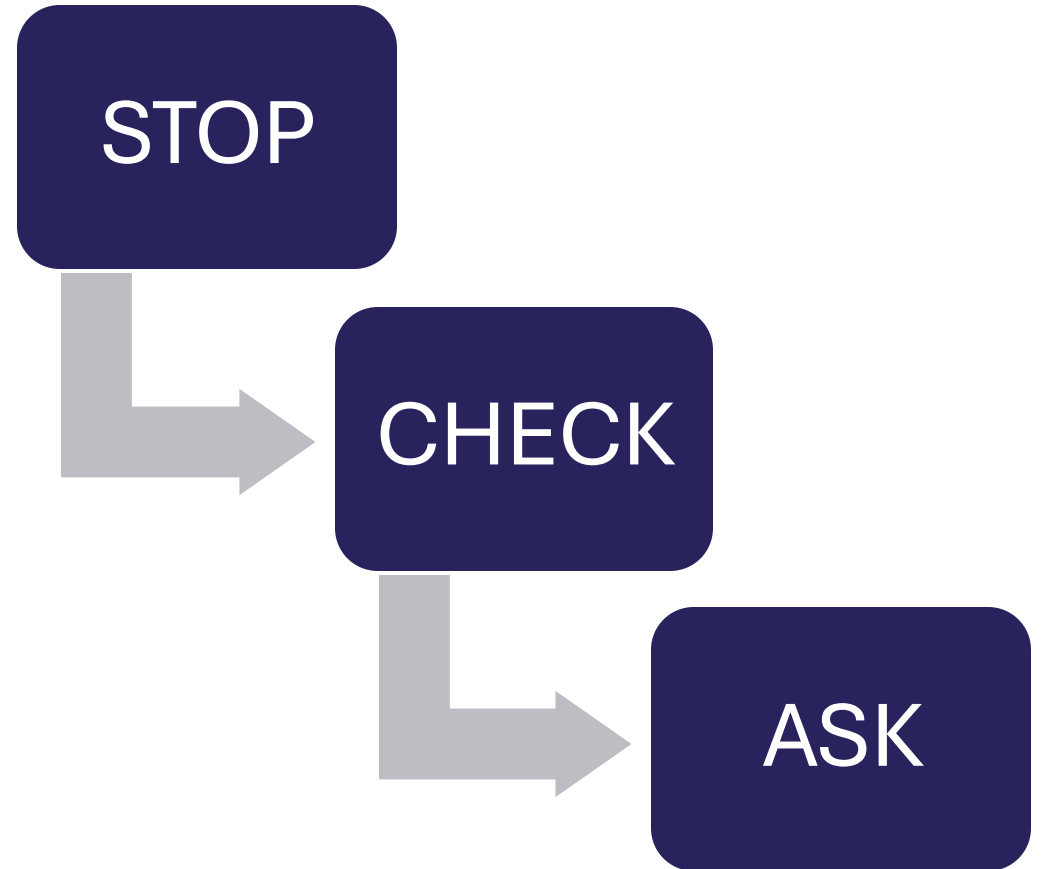
SAFE Behaviours



NOT SAFE Behaviours



NOT SURE Behaviours



Break time!

See you in 15 minutes 😊

Moodle Scavenger Hunt





Scavenger Hunt

Work with your partner to find on Moodle:

- Your deadlines
 - Where the readings are
 - Where to upload your work
 - Digital resources for this module
 - How to message your tutor
 - The link to Library and Learning Resources
- Write your answers on the worksheet.
 - If you get stuck → ask another pair or your tutor.



Scavenger Hunt: VEVOX

Work with your partner to find on Moodle:

- Your deadlines
- Where the readings are
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- The link to Library and Learning Resources

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Reflection Time!

Please write a short post including:

- One digital strength I have is...
- One digital skill I want to improve is...
- My next step will be...

If any part of your JISC report is confusing, you may ask AI:

“Explain this part of my JISC report in simple English.”

- You will post your answers on Moodle in the space “Reflection Space – Individual”.
- Only you and the tutor can see your post.
- This is not marked.
- You do not need to share with the class.

Using AI safely to help you

- AI is a tool that can explain things in simple words
- AI is not always correct, so you must check the meaning yourself



AI tools can:

- explain a sentence in simple English
- help you understand difficult vocabulary

AI tools cannot:

- write your reflection for you
- decide your strengths
- decide your next steps



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Recap



Today we learned how to:

- Identify our digital strengths and areas to develop
- Navigate Moodle
- Organise files using clear folder structures and good naming habits
- Recognise safe and unsafe digital actions
- Apply essential digital safety practices
- Use AI responsibly to simplify difficult wording





Homework for Week 2

1. Check out and complete the tasks on Moodle

**Home
work**

Open Moodle

- Go to this module (Digital Skills)
- Click on Week 1
- Complete the tasks under Your Tasks