



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

CertHE Skills for the Workplace

BMSK4003

Digital Skills and Research Methods

Recap of Learning Objectives

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



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Assessment Individual Task

- Time Scales (contribution to module mark 50%)

- In-class you are required to write a short account of 500 words. The question will be distributed during the timetabled session week commencing **26th November 2018**. An hour has been allocated for the completion of this task. (25%)
- Final Blog submission **3rd December 2018** You should aim to write a total of 1,500 words during the semester. (75%)

Blog Best Practice

- 100 words per blog
- Content:
 - Use lecture notes as a basis
 - Use self-reflection
- Minimum of 1 photo per blog
- Minimum two text links per blog
 - Link to useful information on what you have learned (Don't just use lecture notes – read around the subject)
- Check your spelling and grammar.

Assessment Group Task – Time Scales

(contribution to module mark 50%)

1. Produce a questionnaire using Google Forms. The questions posed will be for the purpose of market research for your business plan in the module Managing Enterprise in the 21st century. You should aim to include 10 questions. The questionnaire will be distributed to other students on your course to complete. Having gathered the data, you will produce graphs and extrapolate key statistics. This task is to be completed **in GROUPS OF 3-6. Deadline 7th of December**
2. In these same groups, design a website for a fictitious organisation. You should incorporate elements that would help to maximise sales and/or publicity for that organisation. The website will again support your business plan in module Managing Enterprise in the 21st century. **Deadline 7th of December**

You need to supply your gmail address used to create the website and questionnaires online and pass word in a word document and submit to the Turnitin link on Moodle.

Questionnaire

- Produce a questionnaire using appropriate software. The questions posed will be for the purpose of market research for your business plan in module Managing Enterprise in the 21st century.
- You should aim to include 10 questions. **The questionnaire will be distributed to other students on your course to fill in.**
- Having gathered the data, you will produce graphs and extrapolate key statistics. This task is to be completed in **GROUPS OF 3-6.**

Questionnaire

- So you need to be building your questionnaire now.
- Email me your questionnaires for feedback.
- Then you need to email the questionnaire link to fellow students in this group.

Questionnaires

- Google forms produce graphs automatically
- What would be an easy way of copying these charts on to a word document for your assignment?

Website

- In addition to designing the website, as part of assignment 1 students are required to write a short account of 500 words explaining the key elements and reflecting the underlying research carried out for this task. **The written part of this task must be completed during class time**

Website Evaluation

- You can prepare for this in advance i.e. revise but you cannot bring any papers, pen drives/memory sticks into the class during the assignment.
- There will be no Internet access or access to mobile phones during the assignment.
- If you do not turn up your mark will be capped at 40% and you will have one more chance to take the assignment.