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Welcome to Digital Skills

LCLM4002 Digital Skills

Week 2



Let’s remember last week!

- Let's go to VEVOX



What today is about

- Assessments and Deadlines
- Digital tasks
- Exploring LinkedIn
- Organising Reading materials

Finished? Help others

- From today, if you finish a task early, you are invited to help others.
- As soon as you finish, come to the front and get a Digital Helper badge
- Then go around the room and help others complete the task.



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Assessments and Deadlines



Digital Skills – Your Assessments

- You will complete three assessments in this module.
- They help you learn new digital skills and show your progress.
- We will learn each skill step-by-step in class.

- DS1: My Digital Life – 20% (Week 4)
- DS2: Business Digital Task – 40% (Week 7)
- DS3: Digital Portfolio + Audio Reflection – 40% (Week 10)

My Digital Life (20%)
Due: Week 4

What you do:

- Show how you use digital tools in daily life
- Add screenshots or photos
- Write a short paragraph about:
  - tools you use
  - what you feel good at
  - what you want to improve
  - why these skills matter

Why this is important:

- You already have digital skills.
- This task helps you see what you can do now.

Business Digital Task (40%)
Due: Week 7

What you do:

- Create one digital piece of work for a business task using a tool like:
  - Word
  - Excel
  - PowerPoint
  - Adobe Express
- You also write a short log explaining:
  - why you chose the tool
  - what information you used
  - what changes you made
  - how you improved your work

Why this is important:

- You learn digital tools used in business and practise making clear, professional work.

Digital Portfolio + Audio Reflection (40%)
Due: Week 10

What you do:

- Choose 3–5 pieces of digital work from this module (e.g., spreadsheet, document, slide, layout).
- Record a short audio or video (a voice note is fine) explaining:
  - what your portfolio shows
  - what skills you used
  - what you can do well now
  - what was hard at the start
  - what you can now do independently
  - how these skills help in study and work

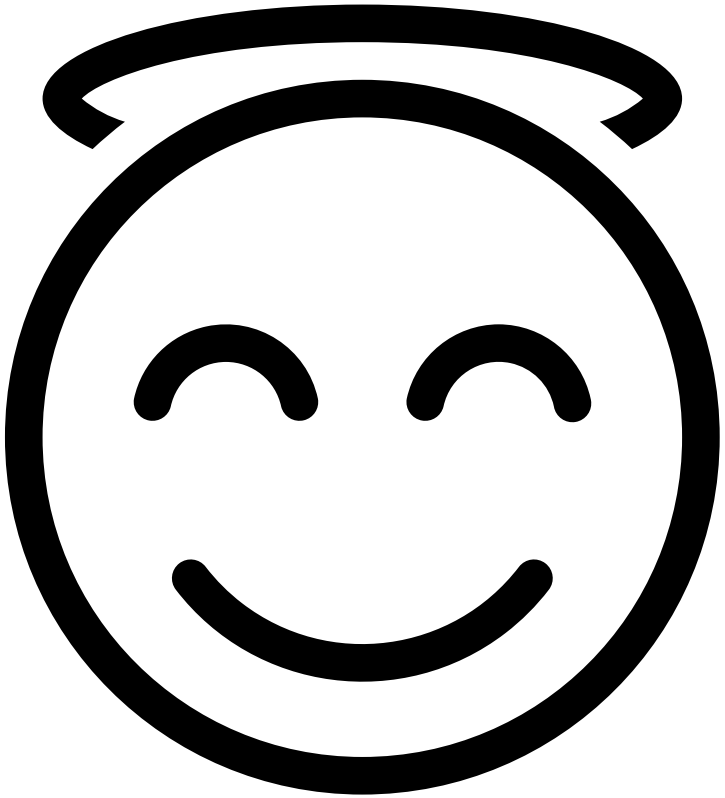
Why this is important:

- It shows your growth.
- It builds confidence using digital and audio tools.

What We Look For

- Your digital skills
- Your progress over time
- How you explain your choices
- Clear communication
- Understanding of how digital skills support work and study

You have already started working on your assessment



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Being Organised about your work



Finding and Recording Your Deadlines

Today we will:

- Find our assessment deadlines in Moodle
- Add deadlines to Outlook Calendar or Microsoft To Do
- Build good business habits for planning work

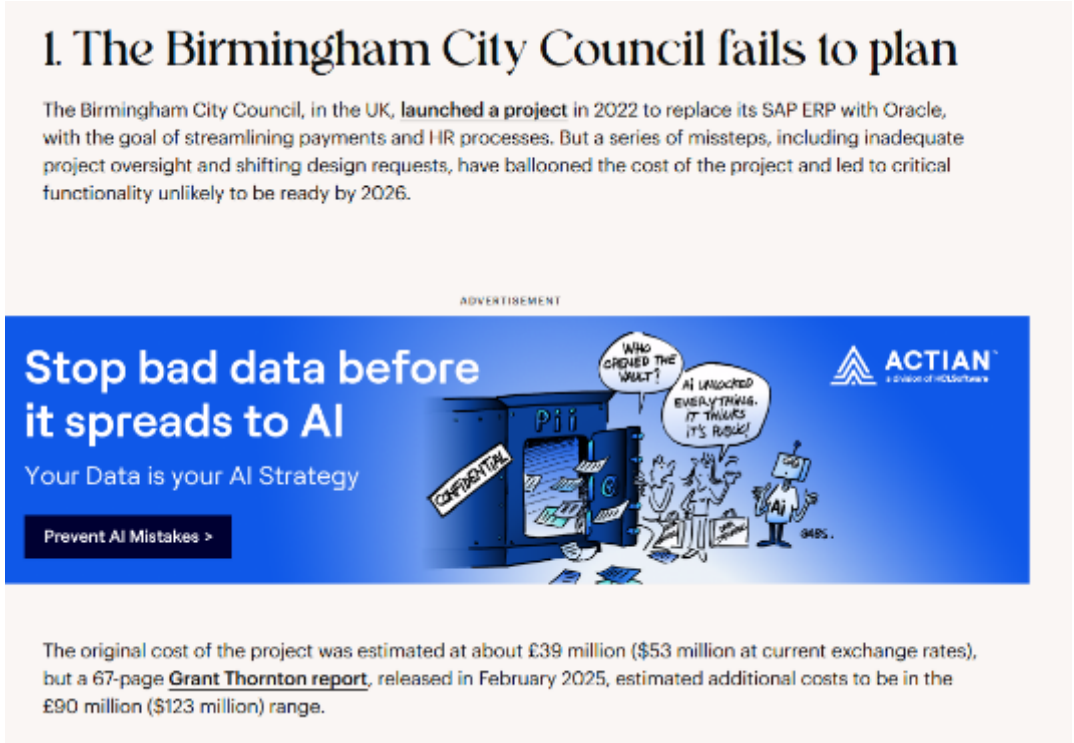
Why this matters in business:

- Companies plan projects by using clear deadlines.
- Good planning helps teams stay organised and avoid stress.

No planning = no success

A real example from the news:

- Birmingham City Council had a big project to update its finance and HR systems.
- The team missed important deadlines and planning was not clear.
- Because of this, the project became much more expensive.
- Costs grew from £39 million to over £90 million.
- The council did not have a full working finance system for over two years.



1. The Birmingham City Council fails to plan

The Birmingham City Council, in the UK, **launched a project** in 2022 to replace its SAP ERP with Oracle, with the goal of streamlining payments and HR processes. But a series of missteps, including inadequate project oversight and shifting design requests, have ballooned the cost of the project and led to critical functionality unlikely to be ready by 2026.

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WHO OPENED THE VAULT?

AI UNLOCKED EVERYTHING. IT THINKS IT'S ROCK!

CONFIDENTIAL

PII

The original cost of the project was estimated at about £39 million ($53 million at current exchange rates), but a 67-page **Grant Thornton report**, released in February 2025, estimated additional costs to be in the £90 million ($123 million) range.

Gross, G., Fruhlinger, J., Sayer, P. & Wailgum, T. (2011) 18 famous ERP disasters, dustups, and disappointments. CIO, 20 December. Available at: https://www.cio.com/article/278677/enterprise-resource-planning-10-famous-erp-disasters-dustups-and-disappointments.html (Accessed: 27 February 2026).

Where to Find Your Deadlines

In Moodle you can check:

- The Assessment section



Task:

- Open Moodle → Go to Digital Skills → Find all dates for DS1, DS2, and DS3.



Organising your deadlines

- Choose Option A or Option B on the handout
- Remember to make a screenshot!



Why are you doing this?

- Companies use digital calendars to plan work and avoid missing deadlines.
- Breaking work into small tasks is a common business practice.

Organised? YES!

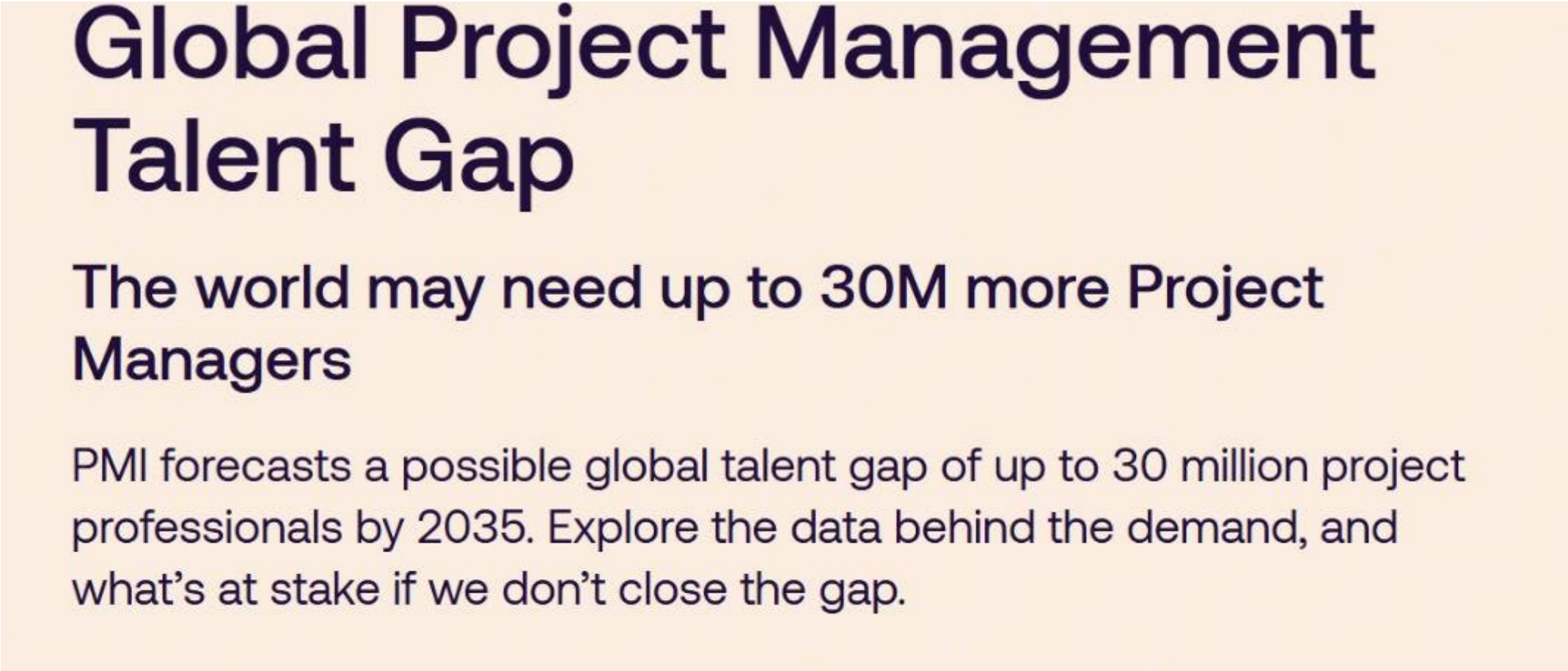


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Microtasking



Organising Activities



Project Management + Tasking

“Breaking tasks down helps us to see large tasks as more approachable and doable…”

Melissa Gratias, Ph.D., workplace productivity coach.

Boogaard, K. (2019) What’s microproductivity? The small habit that will lead you to big wins, Work Life by Atlassian, 3 January. Available at: https://www.atlassian.com/blog/productivity/microproductivity-break-tasks-into-smaller-steps (Accessed: 27 February 2026)

- Project management is planning work, breaking tasks into smaller steps, and making sure the work is completed on time
- Companies use small, clear tasks to stay organised and avoid delays.

Why Small Tasks Matter

- Big tasks can feel stressful.
- Small tasks feel easier because they are short, clear, and simple.

Examples of small study tasks:

- Check Moodle “Upcoming Events”
- Read one page of a handout
- Rename three files
- Write three sentences for DS1
- Watch two minutes of a tutorial

Turning a Big Task into Microtasks

Too big:

- “Work on DS1.”

Better as microtasks:

- Open the DS1 template
- Write the names of your digital tools
- Take one screenshot
- Write 3–4 sentences about strengths
- Save the file in the right folder

Your Microtask List

- We will break one shared study task into microtasks.
- Task: Prepare your DS1 reflection draft.
- Now do this:
  - Add 5–7 microtasks to: Microsoft To Do, Outlook Tasks, or your phone Notes app.
  - Each microtask should take 5, 10, or 20 minutes.
  - Remember to take a screenshot





Break time!

See you in 15 minutes ☺

Introduction to LinkedIn



What Is LinkedIn?

- LinkedIn is a professional networking website used by people and companies around the world.
- Why LinkedIn matters:
  - LinkedIn has over 1.2 billion members in more than 200 countries.
  - 7–8 people are hired every minute through LinkedIn.
  - 75% of job seekers use LinkedIn when looking for work.

What LinkedIn helps you do:

- Show your skills
- Build a professional profile
- Connect with employers
- Learn new skills with LinkedIn Learning

- Hedau, S. (2025) LinkedIn's Impact on Job Hunting: Facts & Figures (2025), LinkedIn, 25 July. Available at: https://www.linkedin.com/pulse/linkedins-impact-job-hunting-facts-figures-2025-sagar-hedau-okdwf (Accessed: 27 February 2026).

Why LinkedIn Is Useful for Business Students

- 72–97% of recruiters use LinkedIn to find candidates.
- Over 3 million people are hired through LinkedIn each year.
- 87% of recruiters check LinkedIn profiles to learn about candidates.

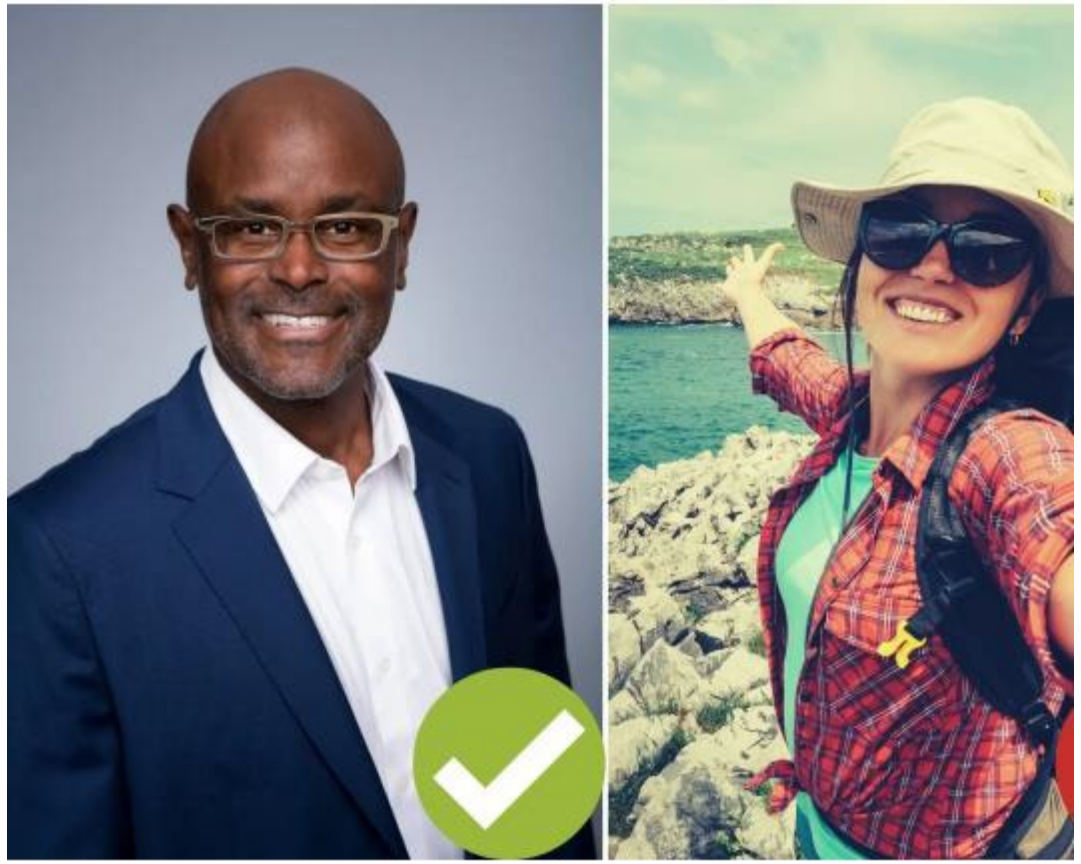
- Hedau, S. (2025) LinkedIn's Impact on Job Hunting: Facts & Figures (2025), LinkedIn, 25 July. Available at: https://www.linkedin.com/pulse/linkedins-impact-job-hunting-facts-figures-2025-sagar-hedau-okdwf (Accessed: 27 February 2026).

- LinkedIn Learning has over 25,000 courses and more than 800 million course enrolments.

- Lee, R. A. (2025) LinkedIn Statistics 2026: User Numbers, Job Postings & Learning Trends. SQ Magazine, updated 3 October. Available at: https://sqmagazine.co.uk/linkedin-statistics/ (Accessed: 27 February 2026).

A good LinkedIn profile has:

- Photo (clear, professional-looking)
- Headline (a short line about you, e.g., “CertHE Business Student”)
- About section (a simple introduction)
- Experience (jobs, volunteering, or school projects)
- Skills (e.g., communication, teamwork)
- Education (your course at UWTSD)



HeadShots Inc (n.d.) Top 5 LinkedIn Profile Photo Mistakes for Job Seekers. Available at: https://headshots-inc.com/blog/top-5-linkedin-profile-photo-mistakes-for-job-seekers/ (Accessed: 27 February 2026).

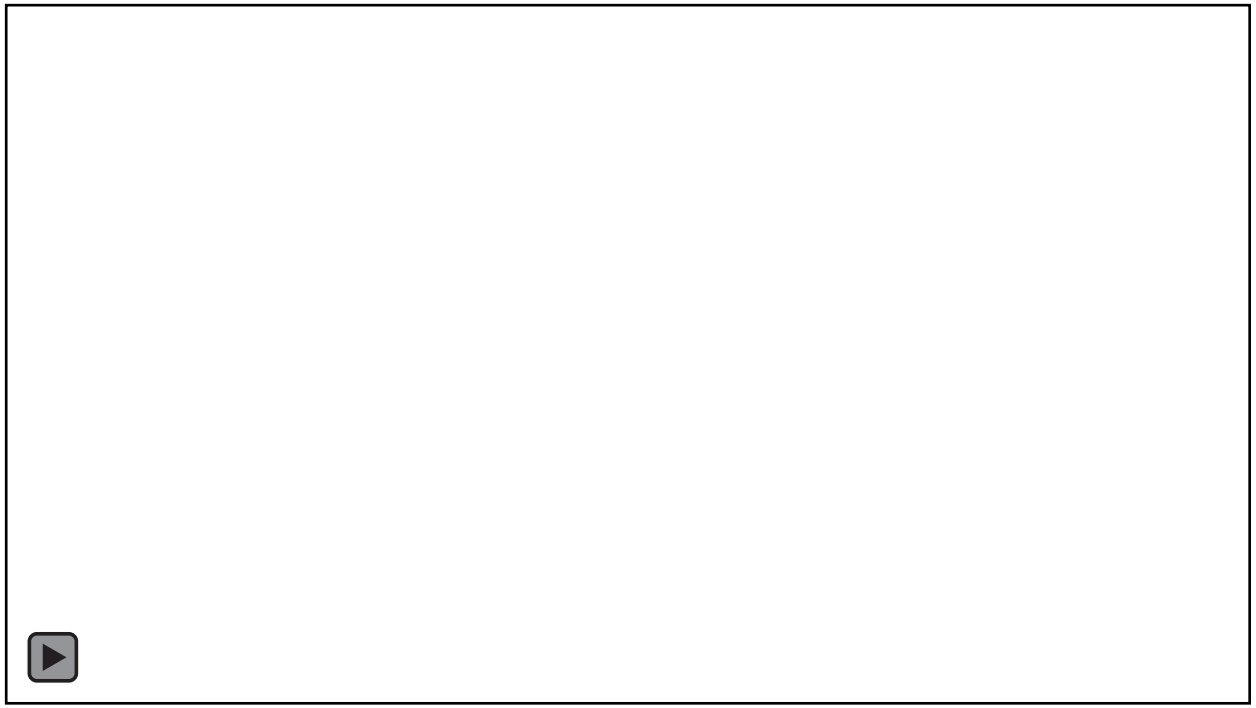
Start With LinkedIn Learning

LinkedIn Learning gives you:

- Short, clear videos
- Beginner-friendly digital skills
- Business skills like communication, teamwork, and time management

Today we will:

- Open LinkedIn Learning → Search for “digital skills” → Save one course you want to try later.
- Don’t forget to take a screenshot!



Exploring LinkedIn Profiles

- Now we will explore sample LinkedIn profiles from Moodle.
- You will work in pairs to identify:
  - Photo
  - Headline
  - About
  - Experience
  - Skills
  - Education
- You will access the profiles on Moodle.
- Go to:
  - Moodle → Digital Skills → Week 2 → LinkedIn Profile Samples
- Open one sample profile on your laptop or phone.

Work with a partner

- Open the sample profiles from Moodle
- Find the six main profile sections
- Talk about what each section is for
- Write down one idea you might use in your own profile later
- This is an exploration task.



- When viewing the sample profile, notice:
  - A clear photo
  - A short, simple headline
  - An About section that is friendly and easy to read
  - Experience written in small, short points
  - Skills that match the person's goals
  - Education listed clearly

- These are examples of good practice.



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Organising Reading Materials



Organising Your Reading Materials

Now we will:

- Open the Online Reading List for this module
- Download or save the readings you need
- Store them in organised folders
- Rename files clearly

- These skills help you stay organised for study and business.

How to Find the Online Reading List

Go to:

- Moodle → Digital Skills → Online Resource List
- Take a moment to explore how the reading list works





Remember the importance of organisation

Good organisation helps you:

- Find files quickly
- Keep study stress low
- Prepare for DS1, DS2, and DS3
- Build habits used in real workplaces

Companies expect clear and tidy digital files.

Example:

- Digital Skills
- └— Reading List
- └— Week 2
- └— Assessments
- └— DS1
- └— DS2
- └— DS3

Keep folder names short and clear.

Organise Your Reading

- Open the Online Reading List
- Find one reading on LinkedIn
- Open it and choose a relevant chapter to download.
- Save it to your Digital Skills → Reading List → Week 2 folder
- Rename the file clearly
- Show your partner your folder and file names
- Take a screenshot!

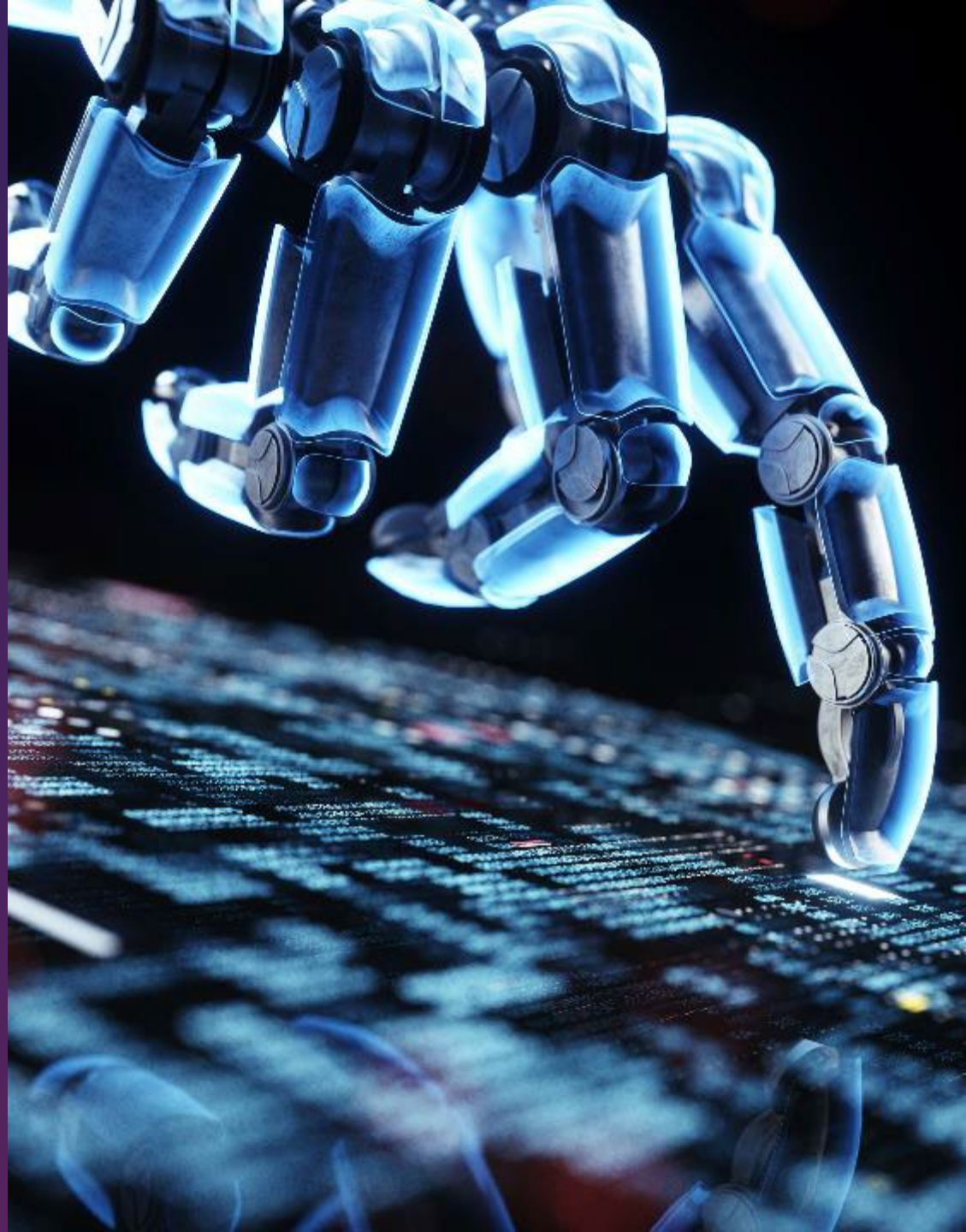
Rename your reading so you know what it is later:

- Good names:
  - “Week2_Reading1.pdf”
  - “DigitalSkills_Article.pdf”
- Not helpful:
  - “download.pdf”
  - “file123.pdf”



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Using a Digital Tool to Organise Readings



What Is a Reading Log?

- A reading log is a short note that helps you remember:
  - The reading you saved
  - The week it belongs to
  - One idea or point from the reading
- This helps you stay organised for DS1, DS2, and DS3.
- Build habits used in business workplaces

- Today you will choose one simple way to organise your readings:
  - OneNote notebook
  - Word reading log
  - Folder + Notes file
- Choose the method that feels easiest for you.
- Short notes = clear thinking and less stress.

How to set up a reading log

- Option A: OneNote Notebook
  - Use if you prefer your phone or tablet.
  - Create a new page
- Option B: Word
  - Use if you prefer your laptop
  - Create a table
- Option C: Text file
  - Use if you want the simplest method.
  - In your Week 2 folder, make a text file called: “Week2_ReadingNotes.txt”

Your Task

- Open your saved Week 2 reading
- Choose OneNote, Word, or Notes file
- Add:
  - Reading title
  - Week number
  - One thing you learned
- Save your work
- Show your partner your reading log
- Take a screenshot



Break time!

See you in 10 minutes ☺

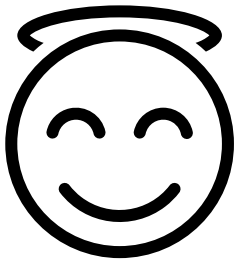
Reflection Time!

Please write a short post answering the following questions:

- What is one small digital skill you learned today that made studying feel easier?
- How did exploring LinkedIn help you understand how professionals present themselves?
- How might today's organisation tasks help you with your DS1, DS2, or DS3 work later on?

- You will post your answers on Moodle in the forum "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.

- Remember to post your screenshots from today's class! You can use them for your assessment



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Recap



Today we learned how to:

- How to find and record deadlines using Moodle, Outlook, and To Do
- How to use microtasks to make study feel easier
- What LinkedIn is and how professionals present themselves
- How to explore profile sections: photo, headline, About, Experience, Skills, Education
- How to use the Online Reading List
- How to organise readings with folders and clear file names
- How to start a simple reading log in OneNote, Word, or a text file



Homework for Week 3



1. Go through the assessment information on Moodle
2. Start thinking about the first task by using the DS1 supporting materials

Open Moodle

- Go to this module (Digital Skills)
- Click Assessment Information and Submission
- Go to the DS1 Supporting Materials

Did you help others today?

- Remember to take a selfie with your badge
- Post it in the "Digital Helper" forum on Moodle
- Everyone that has helped will be recognised.



Microsoft Specialist Certification

- Microsoft Specialist (MOS) is an official certificate that shows you can use Microsoft tools (Word, Excel, and PowerPoint) at a professional level.
- It proves you can complete real workplace tasks using Microsoft 365.
- Over **72% of recruiters** use Microsoft-related tools in hiring decisions, and certifications help them quickly identify strong candidates

Start on your Microsoft Specialist Journey

- Go to Moodle
- Go to Digital Skills
- Go to Microsoft Specialist tile

- As a UWTSD student, you do not have to pay to study for Microsoft Specialist or to sit the relevant exam.
- This is an extra opportunity the university provides for you.