

LCLM4002_BIRM - Digital Skills

Student Study Plan – 11 Weeks

Week 1 Orientation and Introduction to Microsoft 365 Goal: Familiarise yourself with the basics of Microsoft 365 and develop a study routine.	In-Class/Workshop Tasks: • Understand the module structure and tasks. • Introduction to Microsoft 365 tools (Word, PowerPoint, Excel, and OneDrive). • Explore Moodle and the quiz interface Independent Work: • Watch introductory tutorials on Microsoft Word, PowerPoint, Excel, and OneDrive (via LinkedIn Learning or YouTube). • Practice creating and saving files in each program.
Week 2 Building Foundational Skills Goal: Develop basic competencies in Microsoft 365 applications.	In-Class/Workshop Tasks: ◦ Hands-on exercises: Creating and formatting documents in Word. Independent Work: ◦ Practice: ▪ Create a simple Word document with charts. ◦ Explore OneDrive's sharing features.

Week 3 Intermediate Skills and Poster Planning Goal: Strengthen technical skills and begin thinking about the poster task.	In-Class/Workshop Tasks: • Introduction to hyperlinks in PowerPoint. • Work on embedding charts, using formulas, and hyperlinking. • Group discussions: How to plan and design an engaging poster. Independent Work: • Create a poster draft on one of the given topics. • Explore Canva tutorials for visually appealing designs. • Practice: using OneDrive for sharing files. Insert hyperlinks in a PowerPoint presentation.
Week 4 Advanced Microsoft 365 Skills Goal: Develop advanced knowledge of Microsoft 365 and refine poster concepts.	In-Class/Workshop Tasks: • Overview of Excel basics (cells, formulas, AutoSum).. • Explore advanced Excel features (sorting data, formatting cells). • Q&A session for clarifying doubts about the quiz. Independent Work: • Start creating diagrams for your poster using Word, PowerPoint, or Canva.

	• Explore ways to make your poster visually engaging with custom elements.
Week 5 Quiz Preparation Goal: Consolidate skills and prepare for the quiz.	In-Class/Workshop Tasks: • Explore digital safety. • Mock quiz session to practice quiz-taking strategies. • Review key Microsoft 365 skills: Word charts, PowerPoint hyperlinks, Excel AutoSum, and OneDrive file sharing. Independent Work: • Practice timed exercises for the skills quiz. • Revisit tutorial videos and guides for additional support.
Week 6 Skills Quiz Goal: Complete the Task 1 quiz and move forward to the next tasks.	In-Class/Workshop Tasks: • Complete the Task 1 Skills Quiz during the workshop session. Independent Work: • Reflect on your performance and note any areas for improvement. • Begin planning the Information Poster task.
Week 7	In-Class/Workshop Tasks: • Work on the poster during the allocated hour in class.

Information Poster – Initial Development Goal: Draft the poster and develop accurate, visually engaging content.	• Peer review of draft posters for feedback. Independent Work: • Finalise the process steps for your chosen topic (e.g., creating charts, hyperlinks). • Create diagrams/charts from scratch and integrate them into your poster.
Week 8 Information Poster – Refinement and Submission Goal: Finalise and submit the Task 2 poster	In-Class/Workshop Tasks: • Use class time to polish and refine your poster. • Address feedback from peers or tutors. Independent Work: • Convert your poster into a PDF. • Upload the final version to Turnitin by the submission deadline.
Week 9 Website Evaluation – Preparation Goal: Begin the Task 3 Website Evaluation task by understanding requirements and gathering information.	In-Class/Workshop Tasks: • Introduction to the Website Evaluation Template. • Overview of evaluation criteria: usability, design, accessibility, and recommendations. Independent Work: • Explore the small business websites provided. • Note key features and areas for improvement for your chosen site.

Week 10 Website Evaluation – Writing the Report Goal: Draft the Website Evaluation Report.	In-Class/Workshop Tasks: • Discuss examples of strong website evaluations. • Work on the evaluation sections: usability, design, accessibility, and recommendations. Independent Work: • Write the first draft of your report using the template. • Incorporate insights from tutorials or class discussions.
Week 11 Website Evaluation – Finalisation and Submission Goal: Polish and submit the Website Evaluation Report.	In-Class/Workshop Tasks: • Tutor feedback on draft reports. • Address any remaining questions or concerns. Independent Work: • Finalise the report and proofread for grammar, clarity, and structure. • Ensure correct referencing using the University's Harvard style. • Submit the final report to Turnitin by the deadline.