

Week 1: Introduction to Digital Skills

Week 1 of the course introduced digital literacy to us as a concept, describing its significance in success in academics and in future opportunities such as owning or managing a business. I learned how to navigate Moodle effectively, submit assignments and homework via Turnitin, and I learnt how to be decently proficient with Office 365 tools. The session also introduced the JISC Discovery Tool, allowing me to assess my work and look for gaps in the quality of my work. This self-assessment was incredibly helpful as it revealed gaps in my proficiency with using data and project management. These are two skills that are unmatched in significance in the world of business and academics. The significance of academic integrity through Turnitin demonstrated the need for originality and citation of work and sources, which aligns with professional standards in both business and academic practice.

Week 2: Outlook and Time Management

Week 2 brought a change of theme with productivity and organization through Microsoft Outlook and related tools. I realised how Outlook serves as a universal platform for email, calendar, and task management. I then learnt how to compose professional emails with clear subject lines, concise messages, and appropriate tone. This was invaluable to me as effective communication is one of the foundations, if not the most important foundation of business management. Additionally, getting familiar with features like rules, folders, and search functions for inbox organization will help me manage greater amounts of information and data without stress. An introduction to calendar scheduling and task creation demonstrated how digital tools can help with time management and collaboration. Learning how to use Trello and Microsoft Planner further improved my proficiency when it comes to staying on top of difficult projects, which is critical for managing teams and deadlines. These tools not only improve productivity and efficiency but also create a sense of accountability within a team.

Week 3: Artificial Intelligence (AI)

Week 3 brought to mind a newer, more complex topic: artificial intelligence and digital ethics. This session encouraged our minds to think about how ChatGPT can be used in

academic and work environments. While I was aware of the benefits such as speed, versatility, and problem-solving capabilities, I also became aware of the risks, including misinformation, using AI as too much of a crutch and ethical issues surrounding plagiarism. The idea of “hallucinations” in AI was particularly interesting to me, as it stressed the importance of supervision by humans when it comes to using AI and making important decisions. Furthermore, discussions on GDPR and data protection highlighted the responsibility businesses have when it comes to handling personal information of people e.g. clients or employees. Understanding the principles of digital ethics and data integrity reinforced the idea that technology must be used with supervision and responsibility to maintain trust with clients of your business and professors of your academics alike.

Week 4: Microsoft Office 365 & Word

Week 4 focused on Microsoft Word and Teams, two tools that are paramount for communication and teamwork. I learnt Word features such as styles, templates, and embedded objects. This improved my ability to produce well-structured documents which is a skill that is essential for reports and proposals in business settings. Teams introduced me to a team-focused environment where chatting, video calling, and file sharing are made easy. Teams being used in tandem with other Microsoft 365 apps demonstrated how I can enhance productivity and reduce interruptions and difficulties when working on crucial projects.