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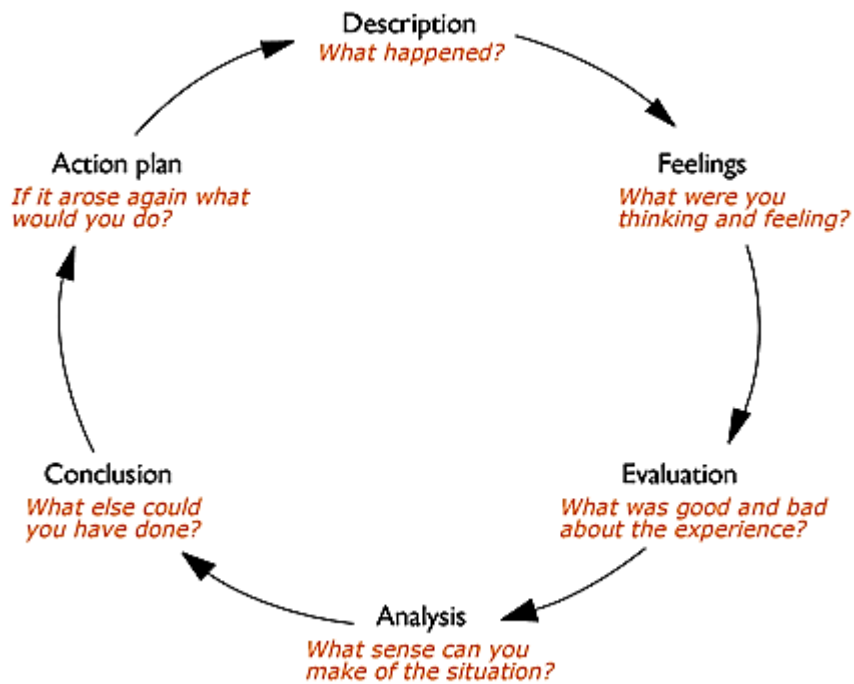
Academic and Employability Skills

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Introduction

Throughout the module, I covered a wide range of online learning experiences, time management, learning organization and academic literature. These topics have been crucial in developing my understanding of incorporating skills such as teamwork, communication, and coordination.

With this in mind, I have personally used a handy tool Reflective Cycle of Gibbs (1988) - to reflect on my learning experience in this module, as shown in Figure 1.



Description

Gibbs (1988) states that as shown in Figure 1, the description corresponds to the first stage of the cycle, in which I describe my learning experience in the module but do not draw any conclusions.

Time Management

The first thing I learnt was time management, making the most efficient use of the time available. In this module, I realized that a critical element of effective time management is assessing how I use my time. Time management is a significant factor if a person wants to lead a productive life.

I have always struggled to manage my time effectively. This problem became a significant obstacle when I was at university. Attending a time management conference helped me with this issue by introducing me to time management aspects: planning, SMART goals, and the importance post-importance matrix. Effective time management has enabled me to get more done in less time because I am focused and not wasting time on distractions (like social media).

Academic Writing

Writing has always been something I dreaded. It is weird because I love talking and telling stories, but I panic as soon as I must put it all down on paper.

It is almost like I have started a horse race in my head, with hundreds of horses, or rather sentences, racing through my head, unable to put them in chronological order.

Because I struggle to form a good sentence structure, it takes me hours, sometimes days, to write a writing piece. It is not that I felt like a "bad writer"; I just got discouraged very quickly.

I did not think much of my writing ability.

When I was a kid, I loved to read, and I loved to write. I read almost every book I could get my hands on, and my journal was a reference point for my daily adventures. When I met my teacher, my perspective on reading and writing changed.

They introduced me to books that interested me and gave me advice on writing, which changed my reading and writing perspective.

Online Learning Experience

The time came when I finally decided to major in electronics. At the beginning of the class, I thought I would be excited about technology because I belong to Generation Y (GEN Y). However, we have had ten classes this semester, and I have already realized that there is a lot I do not know about educational technology. Here are my thoughts on online learning. Taking part in online learning has enabled me to use the Personal Learning Environment (PLE). Using the PLE has broadened my horizons, especially in terms of how I view the learning process. The PLE has helped me understand that learning is not just about listening to the teacher, taking notes, and remembering a few key points from a traditional lecture. It is about applying them now as we learn. Through my hands-on experience

with the PLE, I now better understand the point that students like me should better understand the idea of learning in an online environment if they apply the principle of 'use it or lose it.

The principle means that students should apply what they have learnt online or in online learning to their lives.

I understood internet technology and remembered essential points that we discussed many times in the online class, such as Fitbit Flex and Gamification. I remember them because I used them in my essays and wrote about them.

Feelings

Time Management

Time management is an illusion; the more I sometimes pay attention to it, the more I ignore it, and sometimes the more I control it. This is the law of worry: the more I worry about time management, the more likely I will fall short of our goals in this area. In this crazy world of technology, we use our phones, Facebook pages and YouTube videos all the time. These devices are tools, not masters, and rather than managing them and using them to manage my time more effectively they are often managing me. Moreover, when these devices take up every waking moment, there is no time for creativity human interaction and simple 'vegging'.

Academic Writing

This semester, I must admit, has been challenging. It has been a real challenge, especially with this class. The year still has not quite lived up to my vision, but it has taught me how to improve and prepare.

This class has taught me to grow, learn the process, learn skills, and prepare myself a lot in reading and writing. At the beginning of the semester, my reading and writing was a disaster. I gave up reading most of the time because I would lose my cool very quickly.

Writing, on the other hand, was adequate, but my vocabulary did not match my ability.

Online Learning Experience

I have found that my understanding and knowledge of educational technologies have improved, and I have come to appreciate them better. Before I was immersed in their use, such as the internet, I thought that the internet, especially blogs and social networking sites, made friends or entertainment pass the time. Later I realised that they could be used for better purposes, such as learning. From a teaching perspective, I believe that mastering and finding the right educational technology is crucial to helping students like me become more effective at online learning.

The real challenge is for teachers and students to choose the right technology for their online learning programme and chosen subject area.

Evaluation

This module positively impacted me as it was very informative, mainly as we covered topics directly related to my ideal career path as a future marketing analyst.

Time Management

The instructor, of course, recommended that I learn how to create a specific plan for my daily routine and to do list to make my day as productive as possible, which was helpful to me. I mean, it is limited by time and nature. I had also always heard them. However, this lecture illustrated this concept or method was unique and helped me apply it to my daily life. For example, goals must be time-bound, and over the years, I have never set goals or tasks with specific deadlines or timelines, so I have put it off until I wasted time and completed the job perfectly.

Academic Writing

One example I can give is when I first started writing essays. My first essay was quite tricky, and I can say that I was not a particularly good writer; luckily, I had something to guide me when writing this essay. My teacher helped me a lot by giving handouts to each student, which helped me with this essay. The teacher gave me a brochure

that helped me. It made my first essay a big challenge because I had to make you feel it the moment I chose to.

Online Learning Experience

Through PLE, I have also broadened my horizons and learned about the nature of peer interaction. When I was studying at a traditional school, most of my interactions with my classmates took place during break times. Instead of talking about classroom-related ideas, we spoke about non-school related things, such as what games were good to play. However, when I was using PLE, I would discuss school-related topics with my classmates, such as using apps on the internet or doing homework. I realize that these online interactions are also necessary to understand the topics covered in the online courses. I think this is what Davidson and Goldberg call 'engaged learning'. So, all in all, PLE has helped open my eyes to the many ways I can use online learning to become a successful student or learner. As a student, I can say that the educational technology used in online learning fits my lifestyle.

Educational technologies such as the internet, computers and even mobile phones have helped me choose the subjects and times that best suit my lifestyle. This is because educational technology such as the internet makes it possible for students to access educational resources at any time of the day. It also allows students to choose their course of study that suits their schedule.

Analysis

Time Management

When I was initially tested on my learning skills, time management was my weakest skill. It was also a key focus for skill development as I always left things to the last minute and struggled to deliver on time. To improve this situation, I set an intelligent goal at the beginning of the year that I wanted to achieve. Now, after some time, you can see the results of my progress. The intelligent goal I set myself about time management went very well, and I managed to complete most of my tasks on time. On. The monthly calendar was also an essential factor in helping me stay on track, as I could see what assignments were coming up next week. If I needed more explanation on specific projects, I would go online and check the syllabus.

Academic Writing

I believe that because of this class, I can read and write better. These skills grow from the work and material that our teachers give us. I do not know how I would have made it through college if the teacher had not pushed us to do better. All the processes, transition words, and flow charts that the professor taught me brought my skills to the university level.

Online Learning Experience

From an organizational perspective, I think that traditional school institutions - online learning institutions or teachers - need to train their staff correctly and change the traditional teaching method.

Therefore, in line with this change, educational institutions should master various educational technologies and familiarize their staff.

This view is in line with that of the EDUCAUSE Learning Initiative, which states that one of the impacts of online learning on educational institutions is the massive and rapid shift from traditional to modern (online learning) teaching and learning methods. However, I should also explain that while educational technology is instrumental in online learning, it is not as if students like me have not encountered several challenges.

When I was first introduced to online learning, I had difficulty navigating the website: I could not find online courses for pre-assessment, nor could I find valuable links in the UNI Blackboard system. I also struggled to understand how to use Prezi for our presentations.

However, once I used Google and discussed my difficulties with the group members, everything became clear. So, in my opinion, although students like me face challenges in online learning, they are solvable through collaboration and careful research. My whole online learning experience was great, and I would do it again in the future. My online learning skills have developed dramatically

because of taking part in online learning. I now understand the importance of communication skills, time management, and the ability to choose and use educational technology in teaching and learning. I am grateful to the creators of many different technologies, such as the internet.

Conclusion

Overall, the module's experience was positive in many ways, and I do not feel that I would have had more knowledge than I have now if the module had been taught differently. Because I know that the skills covered will play an essential role in my interpersonal skills during my career, I realise that I have to make sure that these skills become a routine part of my life. In other words, I need to learn more of these skills to push myself and my career successful.

Action Plan

If I had to do the same module again in the future, I think I would spend more time figuring out how to help others better or learning to understand more of these skills as much as I know.

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