

DIGITAL SKILLS: REFLECTION

So far, i found this course to be very interesting for one important reason, wich is that this course is about learning how to keep up with what we have been calling it “Digital World” and how to make the best out of it to make our future more bright. The journey had been a little overwhelming and a little bit confusing for me becuase we off started with so much information at once where i can say that i should’ve have expected it, wich in any way somehow i got to manage to keep up with it.

For Week 1 of “Digital Skills Module” we’ve covered the module induction, why this course matter and also we covered a little bit of our asesments and what kind of tasks we need to solve for passing this course module. We talked about “Office 365” and we got to set it up along side with the handbook wich we got to learn how to properly navigate thru’ it.

For the Week 2, unfortunately i couldn’t attend the course because of some personal matter but i had opened up moodle to check out the window for Week 2. I got to read about “Why Email Management Matters”, about what is “Microsoft Outlook”, about how write a professional email aswell as more informations for Microsoft Outlook and how to properly navigate thru it. The name of the course is “Outlook and Task Managament Master, Professional Email and Organization”

For Week 3 we got to talk about “Artificial Inteligence” wich is personally, the most interesting subject where i am realy interested in. I found out that there are so many “Artificial Inteligence Platforms” that i couldn’t even think that they could exists. Of course, there are so many pro’s and con’s with this new technology called” A.I.” . The most common platform is “ChatGBT” and there are a lot of pro’s as in for example it is free to use, so that may be accesible for everyone, can generate long and short form texts, help with problem-solving, it is quick to get an answer back and so much more.. . The con’s are not as many as the pro’s, but some of them are that sometimes may occasionally generate incorect information, mat occasionally produce harmful instructions or biased content and because it’s constanly updating, he has a limited amount of knowledge of world and events after 2021. We also got to talk about Cyber Attack and why it is important to protect our personal informations and what exactly is Cyber Security.

For Week 4 we got to get into more Microsoft Office 365 and Word wich is pretty important to know because of that i want to have a succesful bussiness overall and also because it is important to know how to create a document. We learned how to properlely use Microsoft Word, how to create clear, well structured and professionally formatted document, how to apply formating referencing and collaboration tools to

support academic assignments, prepare high quality professional materials such as “CV’s”, cover letters & report and also how to organize and present personal projects with clarity and consistency.

Therefore we got to learn about many things that will really help us student as in for our future with developing a good career and becoming our best versions of ourselves. We also got to have a little bit of fun besides all the activities we got to do in the meantime wich i kind of missed mention it.