

Cover page

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**Course Name: Certificate of Higher Education
Computing Skills for the Workplace**

Module: Learning in a Digital Era

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Introduction.....	
Task 1 IEEE Referencing & written summary on essential academic and employment skills 350 words.....	
1. a Write a summary of approx. 250-word about essential skills for study and employment. Explain how these skills will help you in your chosen career.....	
1. b Submit your work to the Turnitin link to check your similarity score.....	
Task 2 Collaborative Teamwork poster and mind map.....	
Task 3 Automatic Referencing tool.....	
3.i Use an automatic referencing tool like RefWorks.....	
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Task 1 (a) essential academic and employment skills. In this new century, where information technology (IT) is essential for any business to achieve their goals. Also in the area of academic both skills are very essential as well. Basically, we have to develop a list of academic skills and attribute that can potentially connect with employability skills. Both skills enhance adaptability, productivity and life learning. And this will allow anyone to understand complex digital work environment effectively and efficiently in any organisation.

- i Teamwork develop collaborative efficiency which is one of the most important in soft were engineering and cyber security operation. Where a group of ideas and brain stormy among the employees
- ii-time management, is very essential in a workplace to achieve company goals especially in coding, project delivery and trouble shooting
- iii communication skill, in other translate a technical data into a meaningful insight, both verbal and written are very essential to communicate a meaniful information.
- iv meaningful digital literacy help to be competent to be using online tools such programming and cloud-based system to modern computing.
- V a computer career is skill that built professionalism, accountability and accuracy. This implies, it allows analyst to manage data effectively, collaborate in visual teams and remain important aim technological changes. It also increases academic performance, and it prepare individual for continuous learning in fast growth in information technology settings.

Task 1b. My similarity score it was 7% that shows a strong performance correct reference. In future submission, I will make sure paraphrasing and diversify my source including more academic journal. Based on generic assement criteria, I will to award myself 72% because work shows a good understanding of employability and academic skills. In my next submission I will improve in area of my research in-depth and finding critical comparisons different skills.

EFFECTIVE TEAM WORK

Good communication among the team



Active listening when member of the team passing information



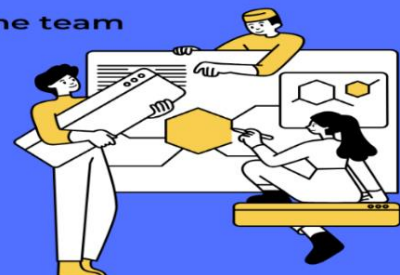
Trust among the team



Feedback to enable solve any arise problems



every member of the team share Goal





A mind -map is a diagram that is used to build up ideas .it will start with one topic and ideas. This main idea then has details on them. It uses image and keyword to connect information with research, project and problem -solving. Mind map is also known as concept map and spray diagram. The mind map has got advantages and disadvantages. One of the that I have mentioned is management, man map can help the user to manage project more effectively. It also has disadvantages which time consuming. The process of creating mind map, when putting too much on images and designs.

Referencing and citation IEEE

Cotronei-Baird, V.s Academic hindrance in the integration of employability skills
<https://doi.org/10.1007/s10734-019-00405-4>

Visuals course skills for computing carer success
 Team work development.....
 Time management.....

Task 3

this task I used RefWorks, which is online management tool, to site source efficiently using IEEE style. RefWorks help integration with work and google document and automatically generate correct citation for the referencing using the module unit 3 visual collaboration it helps summarise relevant key point. Also emphasising how digital platform assist in teamwork. Especially in a global computing setting. Visual collaboration tool such as Microsoft team and zoom which help in flow communication among the team, also help file sharing and task monitoring. In other word they also present challenges time differences and digital fatigue, it requires having a good digital literacy, planning and adaptability. I word integration show automatic citation

- ii RefWorks dashboard display important references
- iii reference output its help to generate an informative biography

Reference (IEEE Format)

C. Thomas, RefWorks for beginners managing citation effective, library
Open AI ChatGPT, private communication, Nov.2025

Task 4 E-portfolio creation and review

The e-portfolio was created using Wix for accessibility, visual clarity and easy integration of multimedia. Every page has a specific task that helps in smooth navigation and a professional layout. The screenshot of the e-portfolio was captured and submitted in summation document.

References IEEE Commerce

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e- portfolio Link:

<https://akininfinity.wixsite.com/asset-showcase>

