LEARNING IN THE DIGITAL ERA

(ACCA4025_LON)

Assignment 1: E-Portfolio

Rosa Lucena (2337012)

CertHE Computing Skills for Workplace

22ND November 2024
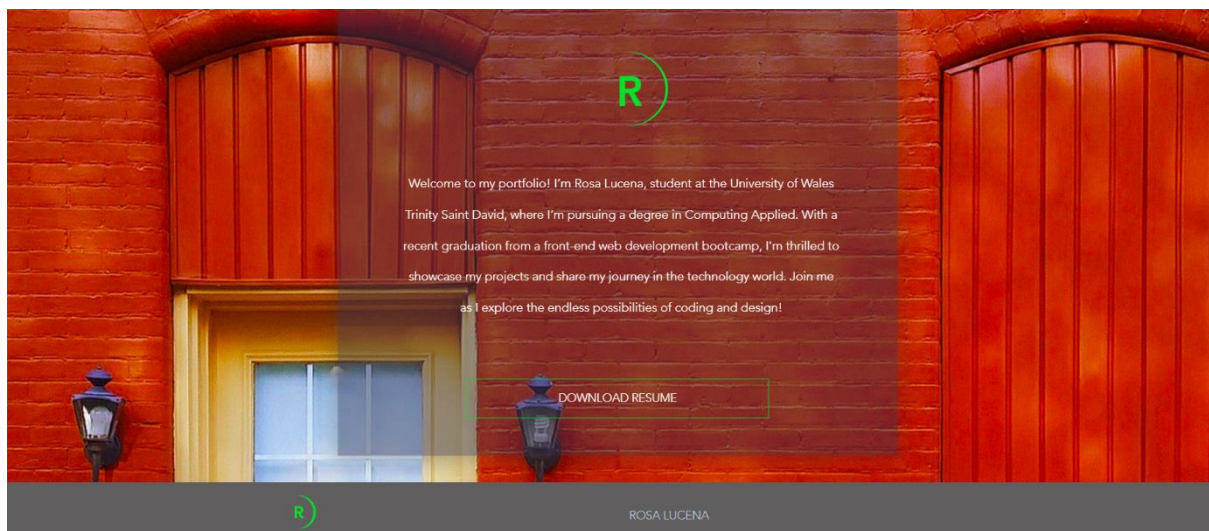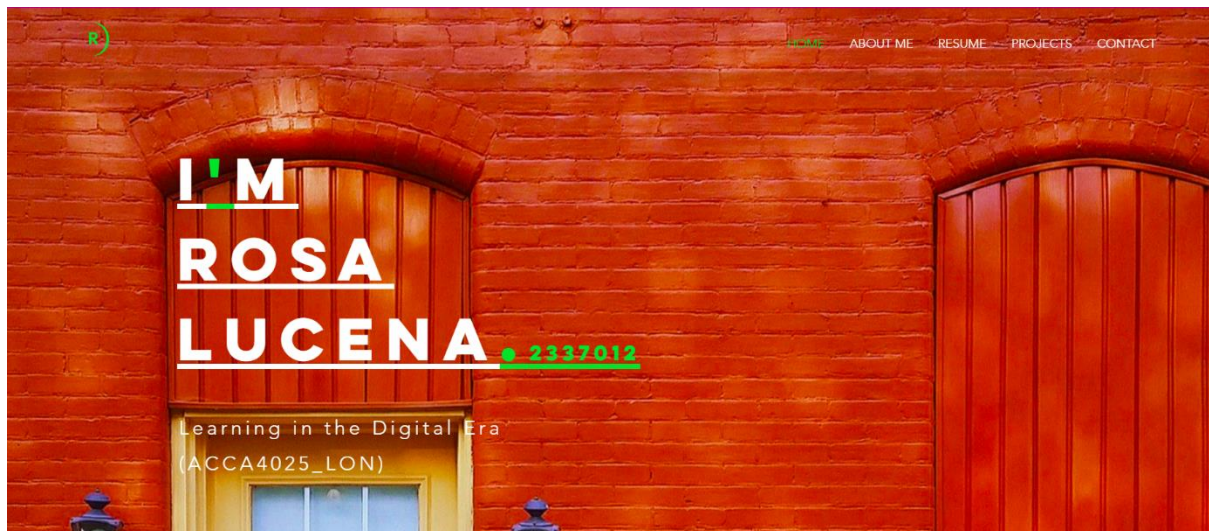
Rosa Lucena 2337012

TABLE OF CONTENTS

Learning In the Digital Era (ACCA4025)

E-PORTFOLIO

E-Portfolio Link: https://2337012.wixsite.com/myself-matters

Screenshot Home Page:

TASK 1- WRITTEN SUMMARY

Essential Skills for Academic and Career Success

In today's competitive academic and professional landscape, possessing essential skills is crucial for success. Key skills include effective communication, critical thinking, teamwork, time management, and adaptability.

Effective communication is vital, allowing individuals to express ideas clearly and collaborate with others. Strong communication skills are linked to better job performance and career advancement [1].

Critical thinking enables problem-solving and decision-making, which is essential for academic projects and workplace challenges. Employers value employees who can analyze situations and provide innovative solutions [2].

Teamwork is increasingly important in academic and workplace settings. Working collaboratively fosters creativity and allows for diverse perspectives, enhancing project outcomes [3].

Time management is another crucial skill. It helps individuals prioritize tasks and meet deadlines. Effective time management leads to higher productivity and less stress [4].

Lastly, adaptability is essential in a rapidly changing job market. The ability to adjust to new technologies and work environments can significantly enhance career prospects [5].

In my chosen career in Applied Computing, these skills will facilitate collaboration with colleagues, enhance my problem-solving capabilities, and allow me to navigate the industry's dynamic demands effectively.

REFERENCES:

[1] Smith, J. (2022). Communication Skills for Career Success. New York: Academic Press.
[2] Johnson, A. (2021). "Critical Thinking in the Workplace." Journal of Business Education, vol. 45, no. 3, pp. 215-230.
[3] Doe, R. (2020). "The Importance of Teamwork in Academia." Educational Review, vol. 12, no. 2, pp. 45-58.
[4] Brown, L. (2019). Mastering Time Management. London: TimeWise Publishing.
[5] C Lee, M. (2023). "Adapting to Change: Skills for the Future." [Online]. Available: https://www.futureworkplace.com/adapting-to-change

REFLECTION:

I am pleased to note that my similarity score on Turnitin was 0%, indicating that my work is original and plagiarism-free. To improve my future submissions, I will focus on paraphrasing more effectively and incorporating a broader range of sources to support my arguments and provide a more robust analysis. Utilizing the 'Generic Assessment Criteria' as a guide, I would award myself Very Good (60-69%). This assessment reflects my ability to synthesize information from credible sources while addressing the assignment requirements effectively. I am committed to continuously improving my writing and research skills.

SCREENSHOTS:
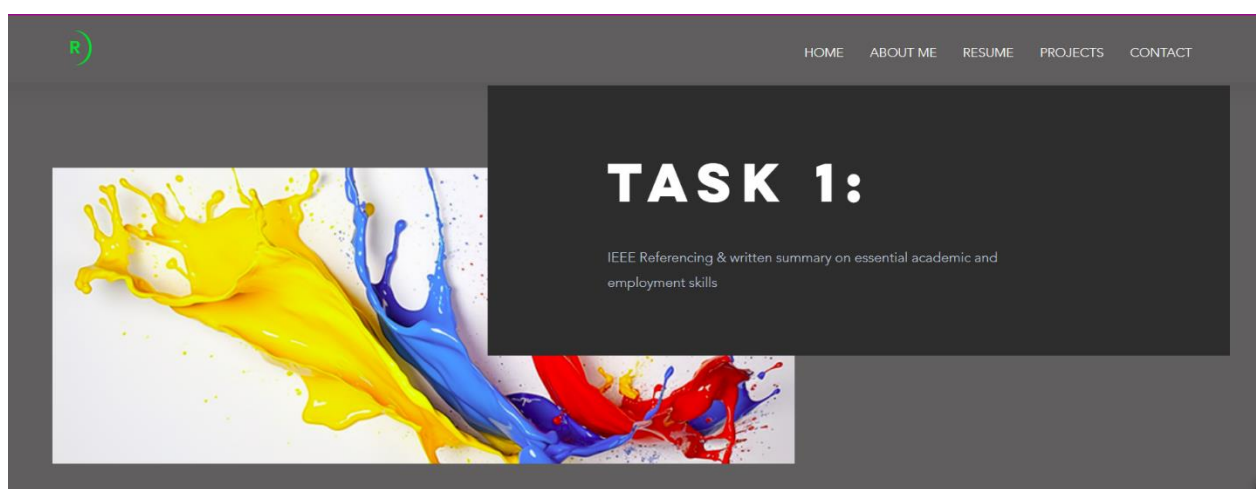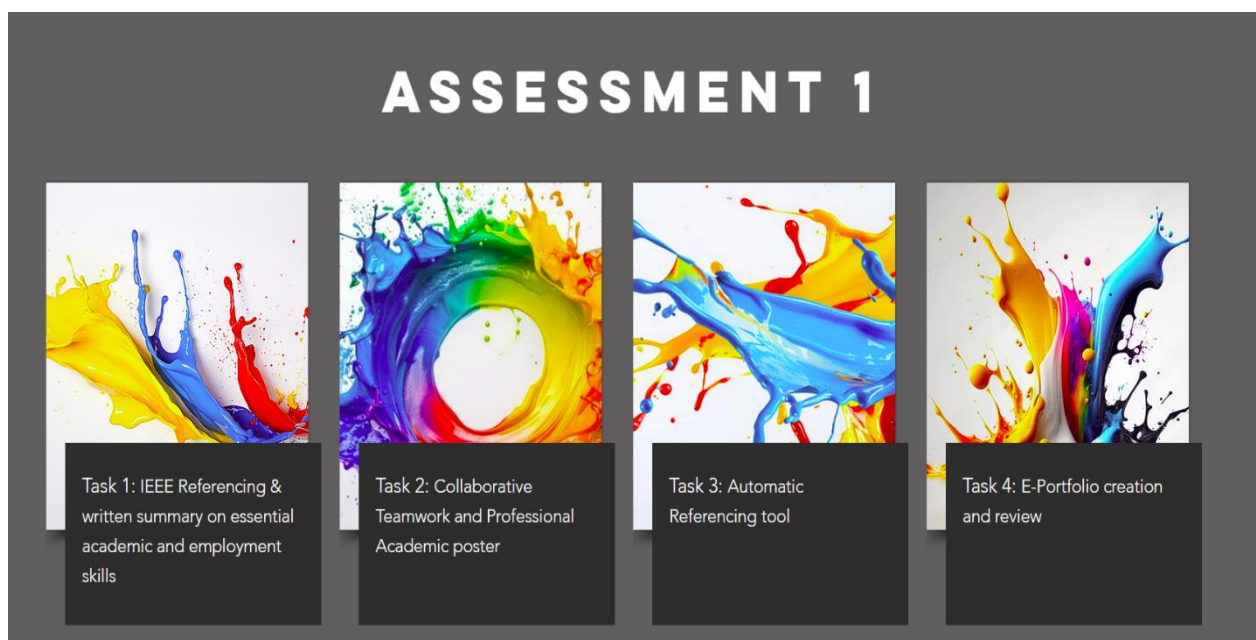
IEEE Referencing & written summary on essential academic and employment skills (350 words):

a) Write a summary of approx. 250 words (with visuals) about crucial skills for academic and career success. Explain how these skills will help you in your chosen career. Use the IEEE referencing style and include 4-5 sources (including one online source, one credible book, and one credible article).

b) Submit your work to the Turnitin link (labeled: Task One – Similarity Check) on the Moodle page and check your similarity score. In the same document as your summary above, include a reflection of approx. 100 words on • Your similarity score and how you could improve it next time. • Using the 'Generic Assessment criteria' as a guide, state the mark out of 100% you would award yourself and briefly explain why. The 'Generic Assessment criteria' is at the bottom of the Assignment Specification below. The resources covered in Unit 1 of this module can help you to complete this task. In task 4 below, include your answers to Task 1 parts A and b in your e-portfolio.

Download Task 1

---

e92882_a0602494169542e5825092aa254e8327.pdf   1 / 3   — 100% +

Essential Skills for Academic and Career Success

In today's competitive academic and professional landscape, possessing essential skills is crucial for success. Key skills include effective communication, critical thinking, teamwork, time management, and adaptability.

Effective communication is vital, allowing individuals to express ideas clearly and collaborate with others. Strong communication skills are linked to better job performance and career advancement [1].

Critical thinking enables problem-solving and decision-making, which is essential for academic projects and workplace challenges. Employers value employees who can analyze situations and provide innovative solutions [2].

Teamwork is increasingly important in academic and workplace settings. Working collaboratively fosters creativity and allows for diverse perspectives, enhancing project outcomes [3].

Time management is another crucial skill. It helps individuals prioritize tasks and meet deadlines. Effective time management leads to higher productivity and less stress [4].
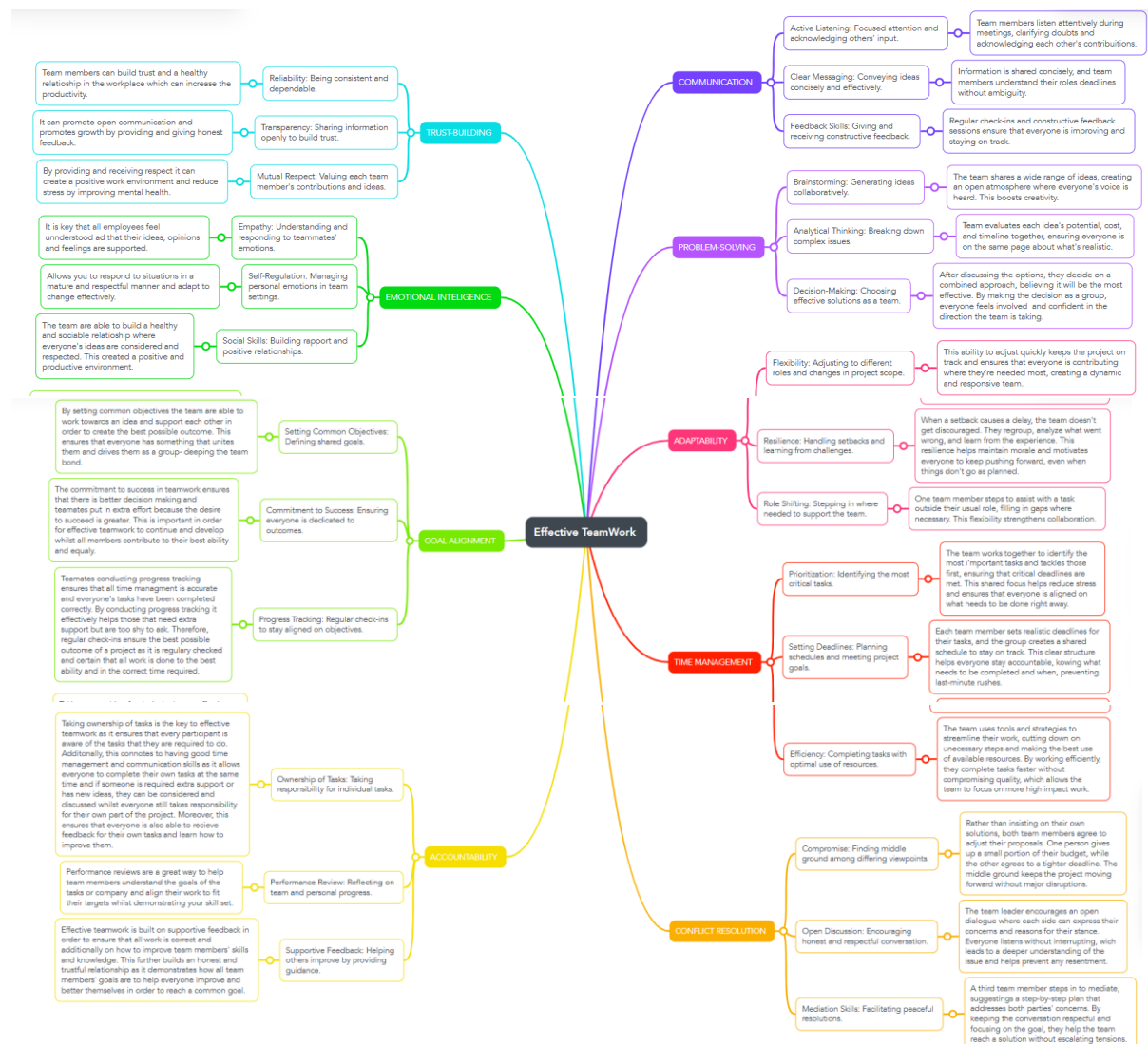
Lastly, adaptability is essential in a rapidly changing job market. The ability to adjust to new
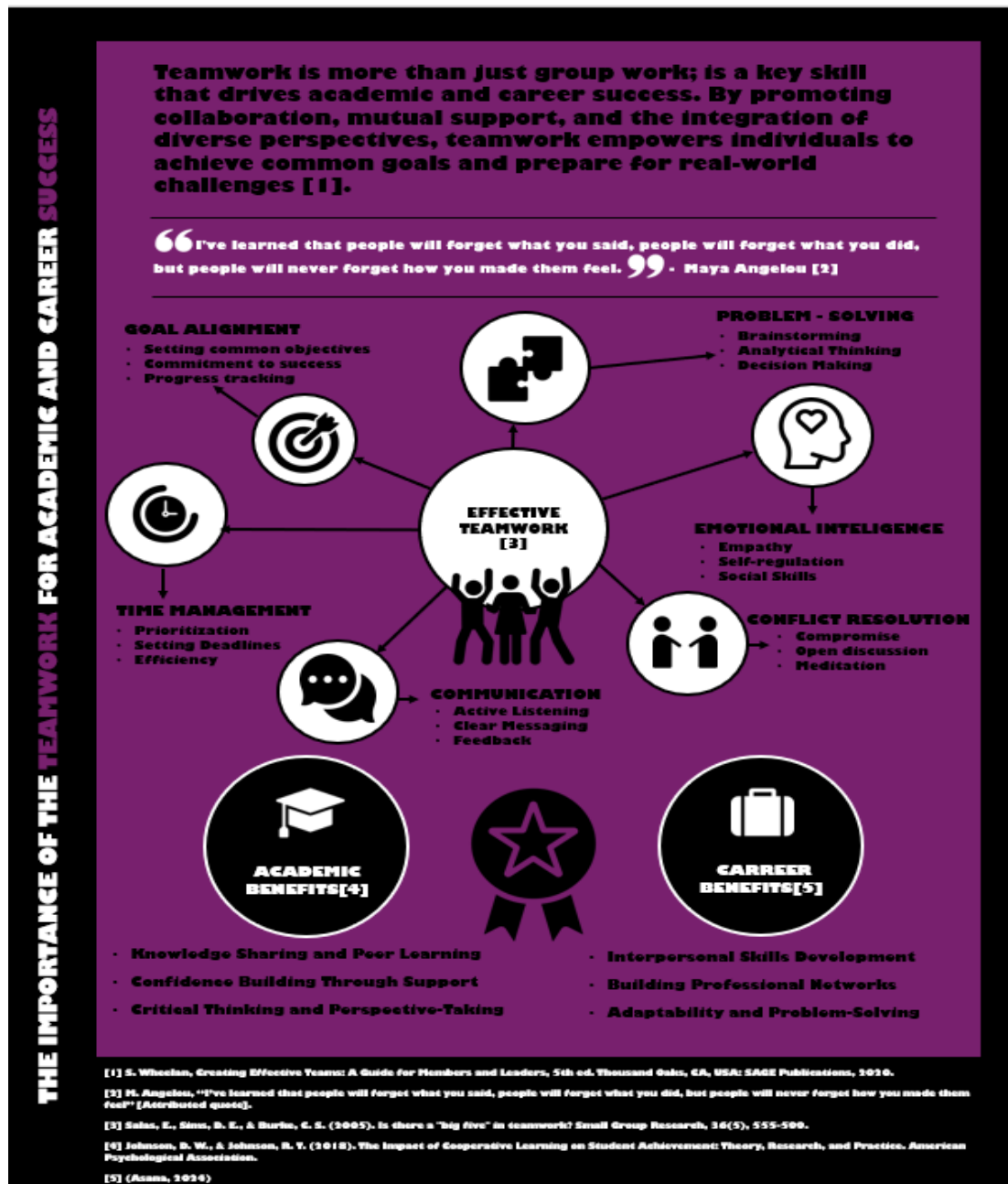
TASK 2 – MIND MAP & ACADEMIC POSTER

LINK MIND MAP: https://www.mindmeister.com/app/map/3493870333?t=DPA3OSaQfM

SCREENSHOT:

LINK ACADEMIC POSTER: PosterA3.pptx

SCREENSHOT:

TASK 3 – AUTOMATIC REFERENCING TOOL.
TOPIC 1: Forming a Team

Tuckman's team development model describes the evolution of a team's maturity and effectiveness through five distinct phases: forming, storming, norming, performing, and adjourning. The team's progress through these stages will affect the cohesion achieved between the members before they can successfully undertake their responsibilities.[1]

Forming a new team is a significant time commitment that requires considerable effort. An important barrier is the potential for distrust among team members, which is often due in part to not being able to meet face-to-face. This absence of personal connection can result in misunderstandings and a sense of isolation, impeding effective collaboration and communication. These challenges are especially evident in virtual settings, where individuals may find it difficult to cultivate relationships and a sense of community.[2]

As Lencioni (Capaldi, 2017) put it in his book, Trust is the basis of effective teamwork; Trust leads to openness and mutual respect. It enables members to speak straightforwardly, engage in healthy discussions, demand moral responsibility from one another, and cooperate efficiently. Trust creates a supportive atmosphere where everyone feels free to contribute, all energies are directed towards common goals, and all members strive for the team's success. Without trust, work teams lapse into an environment of defensiveness and misunderstandings, and no responsibility is taken for results [3].

Whether for jealousy, shame, anxiety, or another reason, people often feel that they cannot be their authentic selves online, especially in work environments. Being authentic and yourself is crucial to being part of a dynamic and effective team. Authenticity promotes trust, boosts morale within the team, and helps delegate roles to the correct people [4].

"Authenticity helps us to build deeper connections with others by being honest and transparent. Trust can only be built when we are participating in authenticity "(Henna Inham, 2016)

In the same way that the team must be built in trust, all the members must know precisely the goal and what is expected. FAST Goals (Sull & Sull, 2018) play a crucial role in team formation and development by emphasising alignment, transparency, and adaptability—essential for building trust and enhancing collaboration, which is often overlooked in traditional goal-setting frameworks like SMART goals. By concentrating on specific and prioritised objectives, teams can focus on the most important, ensuring clarity and direction. The transparent nature of FAST Goals fosters accountability and a shared sense of purpose, which can help reduce misunderstandings and defensiveness, particularly in virtual or newly formed teams. The model encourages regular discussions and feedback, promoting ongoing improvement and enabling teams to effectively adjust and align their efforts. Goals must be both ambitious and realistic, boosting performance and minimising risks [5]. This makes FAST goals especially effective in dynamic, fast-paced environments where frequent adjustments and cross-team coordination are critical for success.

REFERENCES:

[1]   "Forming, Storming, Norming, and Performing - Tuckman's Model for Nurturing a Team to High Performance." Accessed: Nov. 16, 2024. [Online]. Available: https://www.mindtools.com/abyj5fi/forming-storming-norming-and-performing

[2]   L. Mullins, *Mullins: Organisational Behaviour in the Workplace*, 12th Edition. Harlow: Pearson, 2019.

[3]   P. Lencioni, "The Five Dysfunctions of a Team".

[4] Inham, H. (2016) The importance of being authentic. Available: http//magazine.wharton.upenn.edu/issues/fall-2016/the-importance-of-being-authentic/ (Accessed:29 March 2021).

[5] Sull, D. and Sull C. (2018) "With Goals FAST beat SMART", MIT Sloan Management Review. Available: https://www.researchgate.net/publication/325651343_With_Goals_FAST_beats_SMART

TASK 4 – E-PORTFOLIO CREATION AND REVIEW
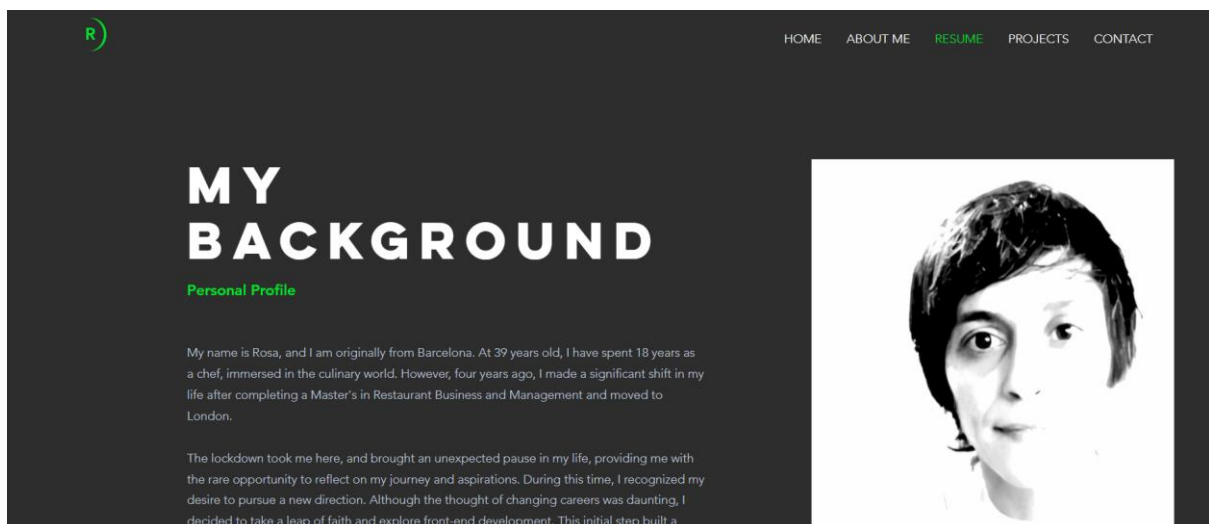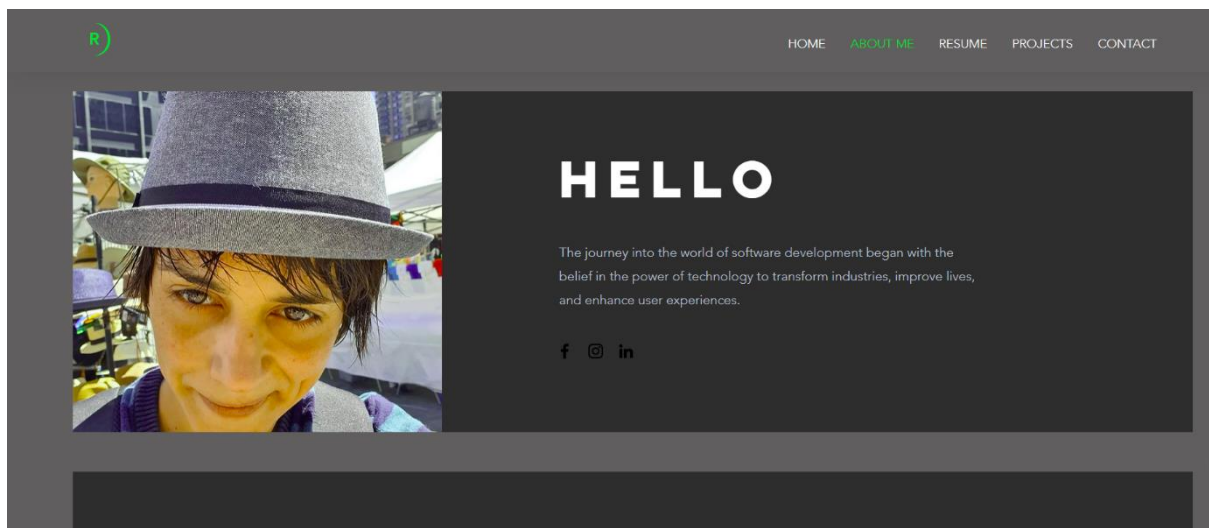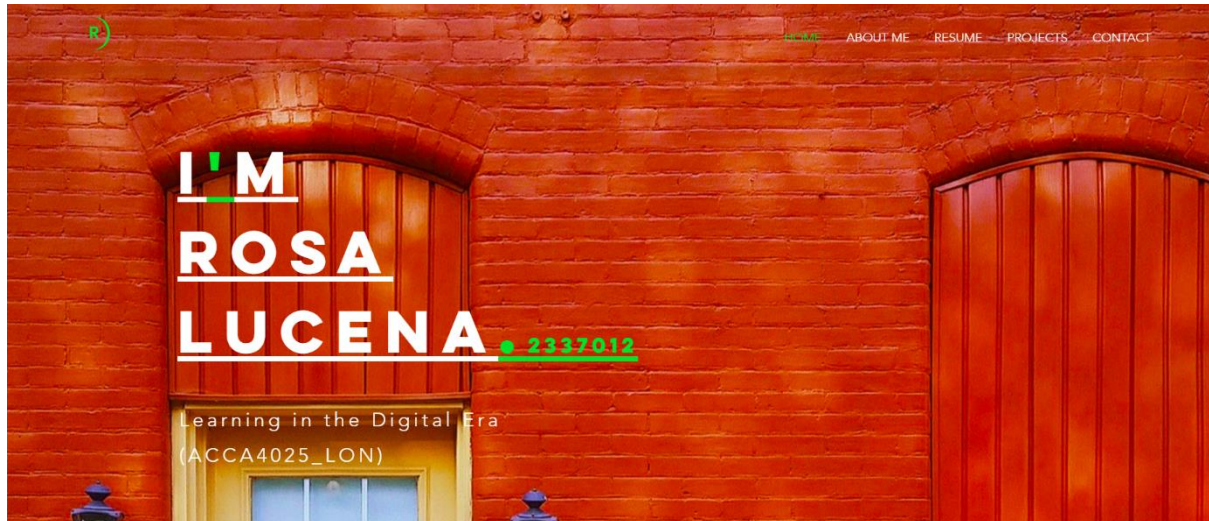
pursuing a degree in Applied Computing, committed to merging my culinary background with
my tech skills to create exciting new opportunities.

Download CV

Skills

Technical Skills
- HTML5, CSS3, JavaScript (ES6+)
- Responsive design, cross-browser compatibility
- Version control (Git, GitHub)
- React.js, Vue.js
- WordPress
- API integration
- Node.js
- SASS/SCSS
- Testing frameworks (Jest)
- TypeScript
- SEO best practices
- GitLab
- Figma, Adobe XD

Language Skills
- English (C1 Level)
- Spanish (Native)
- Catalan (Native)

HOME   ABOUT ME   RESUME   PROJECTS   CONTACT

PROJECTS

Welcome to my project page!
This project represents the culmination of my first assessment for the
module "Learning in the Digital Era", where we explore innovative and
cutting - edge technologies that are shaping modern education.

ASSESSMENT 1

Task 1: IEEE Referencing &
written summary on essential
academic and employment
skills

Task 2: Collaborative
Teamwork and Professional
Academic poster

Task 3: Automatic
Referencing tool

Task 4: E-Portfolio creation
and review

CLASS ACTIVITIES

Time Management

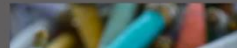Digital Literacy

PowerPoint

Critical Thinking

HOME   ABOUT ME   RESUME   PROJECTS   CONTACT

CONTACT

I'd love to hear from you! If you have any questions, comments, or feedback, please don't hesitate to reach out. Your imput is invaluable for me and help me improve my skills. Whether you're looking for support, want to share your thoughts, or are interested in collaborating, I'm here to help. Simply fill out the contact form, and I'll get back to you as soon as possible. Thank you for reaching out!

Let's Chat

Let's Chat

Phone   Email   Social Media
+44 07593640951   2337012@student.uwtsd.ac.uk

First Name   Last Name   Email *

Message

Send