

<b>Module Title:</b>	Digital Skills
<b>Language of Instruction:</b>	English
<b>Credits:</b>	10
<b>NFQ Level:</b>	8
<b>Module Delivered In</b>	<a href="#">5 programme(s)</a>
<b>Teaching &amp; Learning Strategies:</b>	Practical labs in word processing, spreadsheets, presentation software/tools and exploring the uses of IT for business
<b>Module Aim:</b>	This module introduces students to the uses of IT for business environments and the applications that support business administration.
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Describe how technology is enabling digital transformation in business
LO2	Present business communications using a presentation software/online tools
LO3	Create documents using word processing software
LO4	Create financial and business solutions using a spreadsheet software programme
<b>Pre-requisite learning</b>	
<b>Module Recommendations</b>	
<i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
<b>Incompatible Modules</b>	
<i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
<b>Co-requisite Modules</b>	
No Co-requisite modules listed	
<b>Requirements</b>	
<i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
No requirements listed	

**Module Content & Assessment**

**Indicative Content**

**Technologies for business applications and digital transformation**  
Identify technologies for business applications and digital transformation

**Word Processing**

Introduction to word processing. Formatting text/paragraphs/documents. long documents. Table of Contents. References. Styles. Hyperlinking/Bookmarks. Navigation Pane. Collaborating on Documents. Review. Cloud document services . Working with PDFs

**Spreadsheets**

Introduction to spreadsheets. Formatting options. Sorting and filtering. Multiple sheets. Formulas. Charts

**Presentation tools**

Introduction to presentation tools. Best practice design and layout for presentations. Formatting options. Customised presentations. Animation and transitions.

**Assessment Breakdown**

**%**

Continuous Assessment

100.00%

**Continuous Assessment**

<i>Assessment Type</i>	<i>Assessment Description</i>	<i>Outcome addressed</i>	<i>% of total</i>	<i>Assessment Date</i>
Case Studies	Create business documents covering key word processing skills	3	30.00	n/a
Practical/Skills Evaluation	Create financial and data calculation using spreadsheet software	4	30.00	Week 10
Practical/Skills Evaluation	Present how technology is enabling digital transformation in business using presentation software/online tool	1,2	40.00	Sem 1 End

No Project

No Practical

No End of Module Formal Examination

**SETU Carlow Campus reserves the right to alter the nature and timings of assessment**

**Module Workload**

<b>Workload: Full Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Laboratory	12 Weeks per Stage	6.00
Independent Learning	15 Weeks per Stage	11.87
Total Hours		250.00

  

<b>Workload: Part Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Laboratory	12 Weeks per Stage	3.00
Independent Learning	15 Weeks per Stage	5.93
Total Hours		125.00

**Module Delivered In**

Programme Code	Programme	Semester	Delivery
CW_BWBUS_B	<a href="#">Bachelor of Business (Honours) Options: in Business or Digital Marketing</a>	1	Mandatory
CW_BWBUS_D	<a href="#">Bachelor of Business Options: Business or Digital Marketing</a>	1	Mandatory
CW_BWTEM_B	<a href="#">Bachelor of Science (Honours) in Tourism and Event Management</a>	1	Mandatory
CW_BWTEM_D	<a href="#">Bachelor of Science in Tourism and Event Management</a>	1	Mandatory
CW_BWBUS_C	<a href="#">Higher Certificate in Business</a>	1	Mandatory

**Discussion Note:**

This is to replace 9577 (module title name incorrect, should be Digital Skills not Information technology, no other changes)