Module Title:	Digital Skills
Language of Instruction:	English

Credits:	10

NFQ Level:	6

Module Delivered In	5 programme(s)

Teaching & Learning Strategies:	Practical labs in word processing, spreadsheets, presentation software/tools and exploring the uses of IT for business

Module Aim:	This module introduces students to the uses of IT for business environments and the applications that support business administration.

Learning Outcomes	
On successful completion of this module the learner should be able to:	
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

Pre-requisite learning	
Module Recommendations *This is prior learning (or a practical skill) that is recommended before enrolment in this module.*	
No recommendations listed	
Incompatible Modules *These are modules which have learning outcomes that are too similar to the learning outcomes of this module.*	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements *This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.*	
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				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
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

Workload: Full Time

Workload Type	Frequency	Average Weekly Learner Workload
Laboratory	12 Weeks per Stage	6.00
Independent Learning	15 Weeks per Stage	11.87
	Total Hours	250.00

Workload: Part Time

Workload Type	Frequency	Average Weekly Learner Workload
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	Bachelor of Business (Honours) Options: in Business or Digital Marketing	1	Mandatory
CW_BWBUS_D	Bachelor of Business Options: Business or Digital Marketing	1	Mandatory
CW_BWTEM_B	Bachelor of Science (Honours) in Tourism and Event Management	1	Mandatory
CW_BWTEM_D	Bachelor of Science in Tourism and Event Management	1	Mandatory
CW_BWBUS_C	Higher Certificate in Business	1	Mandatory

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