

<b>Module Title:</b>	Digital Skills
<b>Language of Instruction:</b>	English
<b>Credits:</b>	10
<b>NFQ Level:</b>	6
<b>Module Delivered In</b>	No Programmes
<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
<b>Technologies for business applications and digital transformation</b> Identify technologies for business applications and digital transformation
<b>Word Processing</b> 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
<b>Spreadsheets</b> Introduction to spreadsheets. Formatting options. Sorting and filtering. Multiple sheets. Formulas. Charts
<b>Presentation tools</b> Introduction to presentation tools. Best practice design and layout for presentations. Formatting options. Customised presentations. Animation and transitions.

Assessment Breakdown	%
Practical	100.00%

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

