

Module specification

When printed this becomes an uncontrolled document. Please access the **Module Directory** for the most up to date version by clicking on the following link: [Module directory](#)

Module Code	COM484
Module Title	Digital and Professional Skills
Level	4
Credit value	20
Faculty	FAST
HECoS Code	100366
Cost Code	GACP

Programmes in which module to be offered

Programme title	Is the module core or option for this programme
WUCCE Computing Fundamentals (aligned to BSc (Hons) Computer Science for QA and Assessment process)	Core

Pre-requisites

N/A

Breakdown of module hours

Learning and teaching hours	24 hrs
Placement tutor support	0 hrs
Supervised learning e.g. practical classes, workshops	12 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
Total active learning and teaching hours	36 hrs
Placement / work based learning	0 hrs
Guided independent study	164 hrs
Module duration (total hours)	200 hrs

For office use only	
Initial approval date	08/11/2023
With effect from date	Aug 2024



For office use only	
Date and details of revision	
Version number	1

Module aims

This module aims to equip students with a strong foundation of digital and professional skills necessary for success in the digital workforce and society at large. Using basic and intermediate elements of word processing, spreadsheets, and presentations, it will focus on the digital literacy, information management, critical thinking, communication and writing skills.

Module Learning Outcomes - at the end of this module, students will be able to:

1	Demonstrate advanced proficiency in using a variety of digital tools, technologies, and platforms relevant to the field or industry.
2	Interpret and examine ideas, concepts, and information using written, verbal, and visual communication techniques in digital formats.
3	Evaluate digital information and data efficiently and ethically, including collecting, organizing, and retrieving information using appropriate tools and strategies.
4	Reflect on personal and professional growth in digital and professional skills, identifying areas for improvement and developing strategies for continuous learning and development.

Assessment

Indicative Assessment Tasks:

This section outlines the type of assessment task the student will be expected to complete as part of the module. More details will be made available in the relevant academic year module handbook.

The assessment is 100% portfolio and will combine a range of digital skills in data analysis, report writing and presentation creation. It will consist of several tasks which will assess the student's ability to accurately analysis data; organise and display information, while demonstrating professionalism and creativity.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1, 2, 3, 4	Portfolio	100%



Derogations

None

Learning and Teaching Strategies

In line with the Active Learning Framework, this module will be blended digitally with both a VLE and online community. Using asynchronous and synchronous methods, lectures will deliver key concepts, ideas, theories and examples. Tutorials and workshops (lab sessions) will allow the further exploration of the lectures and use scenarios, exercises, case studies etc to give students the opportunity to investigate, discuss and acquire further subject specific knowledge through both individual and group work and how this applies to the real world.

The practical elements will be delivered through a combination of instructional methods and practical activities and supported by pre-recorded materials. By combining theoretical explanations, hands-on-activities, collaborative learning and feedback, students will benefit from an engaging and supportive learning environment in which to develop their skills.

Indicative Syllabus Outline

Yearly content will be updated to represent the most appropriate content for current industry technologies, but a list of indicative topics could include:

- Introduction to Digital Skills and Professionalism
- Digital Literacy and Information Management while considering the Jisc discover tool
- Communication and Collaboration in Digital Environments
- Essential academic and study skills, knowledge and practices including referencing, literature searching, academic writing, research methods, etc.
- Professional Development and Reflection

Indicative Bibliography:

Please note the essential reads and other indicative reading are subject to annual review and update.

Essential Reads

N/A

Other indicative reading

P. Carey, K. T. Pinard, A. Shaffer, M. Shellman and S. Vodnik, *New Perspectives Microsoft Office 365 & Office 2019 Introductory*, Cengage Learning, 2020.

W. Winston, *Microsoft Excel Data Analysis and Business Modeling (Office 2021 and Microsoft 365)*, 7th ed., Microsoft Press, 2022.

R. Nordell, K. Steward, A. Easton, P. Graves and A. Mayhall, *Microsoft Office 365: In Practice*, 2021 edition, McGraw Hill, 2023.

S. Cottrell, *The Study Skills Handbook*, 5th ed., Bloomsbury Academic, 2019.

J. Rose, *The Mature Students Guide to Writing*, 3rd ed., Bloomsbury Publishing, 2012.

T. Chatfield, *Critical Thinking*, Sage Publications, 2022.