Prifysgol **Wrecsam**
Wrexham University

Module specification

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Module Code	COM487
Module Title	Advanced Digital 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 Advanced Digital Skills	Option

Pre-requisites

None

Breakdown of module hours

Learning and teaching hours	12 hrs
Placement tutor support	0 hrs
Supervised learning e.g. practical classes, workshops	24 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
Date and details of revision	

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Version number	1

Module aims

This module will focus on developing advanced competencies and knowledge in various areas of digital technology and its applications. It aims to enhance students' ability to leverage digital tools and platforms effectively, analyse data, and solve complex problems in a digital environment.

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

1	Demonstrate advanced proficiency and apply advanced formatting and design techniques to create professional and visually appealing documents, spreadsheets, and presentations.
2	Utilize advanced features and functionalities to enhance productivity, automate tasks, and streamline workflows.
3	Analyse and manipulate data using appropriate functions, formulas, and data analysis tools, and present the results effectively using charts and graphs.
4	Utilize advanced data visualization techniques and tools, to present data and insights in a clear and impactful manner.

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.

Students will be tasked with creating professional documents, spreadsheets and presentations that incorporate the advanced features of the industry standard tools used.

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

Derogations

None

Learning and Teaching Strategies

Using asynchronous and synchronous methods, student will develop proficiency using a variety of digital skills incorporating the latest software. The practical sessions will include the

key features and functionalities, while allowing students to explore and develop their skills. Student will be encouraged to discuss alternative approaches, strategies and creative solutions, promoting critical thinking and collaborative problem solving.

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

Advanced word processing
- Styles and templates for consistent document formatting
- Advanced formatting options, including columns, sections, and advanced page layouts
- Track changes, reviewing, and collaborative editing features
- Creating table of contents, indexes, and bibliographies

Advanced spreadsheets
- Advanced functions and formulas, including VLOOKUP
- Data analysis tools, such as pivot tables, and data validation
- Conditional formatting and data visualization techniques using charts and graphs
- What-if analysis and scenario modelling

Advanced presentations
- Creating custom slide layouts and slide masters
- Advanced animation and transition effects
- Embedding multimedia elements, including audio and video
- Slide show customization and presenter view
- Collaborative editing

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 and M. Shellman, *New Perspectives Microsoft Office 365 Office 19 Advanced,* Cengage Learning, 2020.

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

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