

## Module specification

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Module Code	COM486
Module Title	Digital Skills Fundamentals
Level	4
Credit value	20
Faculty	FAST
HECoS Code	100372
Cost Code	GACP

## Programmes in which module to be offered

Programme title	Is the module core or option for this programme
WUCCE Digital Skills Fundamentals	Option

## Pre-requisites

N/A

## 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
<b>Total active learning and teaching hours</b>	<b>36 hrs</b>
Placement / work based learning	0 hrs
Guided independent study	164 hrs
<b>Module duration (total hours)</b>	<b>200 hrs</b>

<b>For office use only</b>	
Initial approval date	08/11/2023
With effect from date	Aug 2024
Date and details of revision	



<b>For office use only</b>	
Version number	1

## Module aims

This module aims to enhance students' understanding and proficiency in essential digital skills, such as using digital devices, navigating digital interfaces, and managing digital files and folders. It will equip students with the skills to communicate effectively in digital environments, including email etiquette, online collaboration tools, and digital etiquette in various communication platforms.

It will enhance students' efficiency and productivity in digital workflows, introducing them to productivity tools, and techniques for organizing digital files and information effectively. It will provide students with the digital skills and competencies necessary for success in academic and professional environments, including effective online research, academic integrity in digital work, and professional online presence.

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

1	Demonstrate proficiency in using digital devices, operating systems, and digital interfaces to perform common tasks efficiently.
2	Organize and manage digital files, folders, and information effectively, utilizing productivity tools and techniques to enhance efficiency in digital workflows.
3	Exhibit responsible digital citizenship by demonstrating ethical behaviour, respecting intellectual property rights, practicing online etiquette, and promoting inclusivity and diversity in digital environments.
4	Employ digital security practices to protect personal information, recognize and respond to common online threats, and practice responsible digital behaviour.
5	Utilize digital tools and platforms for creative expression, such as creating and editing digital media, designing and developing multimedia presentations.

## 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 will integrate the practical skills and utilities of the module. The students will be expected to develop skills in completing the work as it will be an integral part of the learning process which can then be transferred to professional practice. Formative assessment will be carried out through laboratory exercises, making use of relevant tasks and scenarios.



Students could be tasked with creating and organising digital content within an industry standard operating system. Designing and editing digital media, creating multimedia content and the creation of professional media templates

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1, 2, 3, 4, 5	Coursework	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, 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

- Digital Productivity and Organization
  - Managing digital files and folders
  - Productivity tools and techniques
- Digital Devices and Interfaces
  - Using computers, laptops, and mobile devices
  - Operating systems and software navigation
  - Customizing device settings
- Digital Communication and Collaboration
  - Effective email communication
  - Online collaboration tools and platforms
  - Netiquette and digital etiquette
- Digital Information Literacy
  - Evaluating digital information sources
  - Information searching and retrieval techniques
  - Copyright and intellectual property considerations
- Digital Security and Privacy
  - Online threats and security risks
  - Password management and data protection
  - Digital footprint and privacy considerations
- Digital Creativity and Multimedia
  - Creating and editing digital media using a variety of software

- Word Processing
  - Generate, format and analysis documentation using a variety of tools:
- Spreadsheets
  - Develop and format data using standard mathematical and logical operations using formulas and functions; formatting; manipulate and analysing charts, tables, and lists.
- Presentation
  - Understand presentation planning and design consideration for professional practice.
  - Create, format and develop presentations for distribution and display.

## Indicative Bibliography:

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

### Essential Reads

N/A

### Other indicative reading

B. W. Kernighan, *Understanding the Digital World*, Princeton University Press, 2021.

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

S. Cable, S. M. Freund and E. Monk, *Shelly Cashman Series Microsoft Office 365 & Office 2019 Intermediate*, Cengage Learning, 2020.

S. Cable, J. T. Campbell, M. Ciampa, B. Clemens and S. M. Freund, *Technology for Success and Shelly Cashman Series Microsoft Office 365 & Office 2021*, Cengage Learning, 2023.