

UNIVERSITY OF WALES: TRINITY SAINT DAVID
PRIFYSGOL CYMRU: Y DRINDOD DEWI SANT

Certificate of Higher Education in Skills for the Workplace:

EMPL4002 Digital Literacy

2012 – 2013

EMPL4002 Digital Literacy

MODULE AIM

- To develop students' confidence in digital literacy related to workplace problems.

LEARNING OUTCOMES

By the end of this module students should be able to:

1. evaluate appropriate use of technology, including mobile devices, to improve workplace efficiency and employability;
2. demonstrate appropriate use of technology and its applications in the workplace;
3. organise their knowledge and learning through use of a range of information resources, and present their work at the appropriate level.

INDICATIVE CONTENT

Through task-based study, students will explore:

- use of contemporary web-based applications, such as Skype;
- appropriate communication through use of technology including awareness of legal, ethical and security issues;
- standard applications of word processing software;
- organisation and management of files and folders;
- navigation of web based research, downloads, pod casts;
- communications systems, email and social networking;
- use of mobile devices, tablets and phones within the workplace.

ASSESSMENT

Methods of assessment: Coursework

Assignment 1: Submission Date – On or before Sunday 6th January 2013

Report or Essay Style approach: 100% of module mark.

- As a helpful approximate guideline, an indicative word count of about 1,000 to 1,200 words would be appropriate.
- In addition to producing the above assignment document, other elements of this assessment will be assessed by means of the online work you will have created.

Assignment: Demonstrate the ability to evaluate the appropriate use of technology, including mobile devices, to improve workplace efficiency and employability by the following means: (40 marks)

Choose any two of the following devices/applications and examine their usefulness in the workplace, making use of appropriate criteria which enables you to provide an evaluation.

- Web based Email
- iPad/Android/Other Tablet
- Smart Phones
- Cloud File Storage
- Web Conferencing
- Office Applications online (in the cloud)

Demonstrate appropriate use of technology and its applications in the workplace by the following means: (30 marks)

Create your own professional accounts (to be used for work) in the following social networks.

- LinkedIn
- Twitter
- Facebook

Organise your knowledge and learning through the use of a range of information resources and present your work at the appropriate level. You should also make use of the following: (30 marks)

Produce a PebblePad Employability Webfolio (which could be shown to prospective employers) containing the following:

- Embedded CV
- Reflective Journal
- Images/files
- Web Links
- Video

Please note that feedback will be provided as soon as possible.

Assignment 1 Assessment Criteria (100% of module marks)

Assessment Criteria	Learning Outcome(s)	% of Marks
Demonstrate the ability to evaluate the appropriate use of technology, including mobile devices, to improve workplace efficiency and employability	1	40%
Demonstrate appropriate use of technology and its applications in the workplace	2	30%
Organise their knowledge and learning through use of a range of information resources, and present their work at the appropriate level.	3	30%

Assignment 1: Hand-in Date – On or before Sunday 6th January 2013.

You should hand-in your assignment to your tutor on or before Sunday 6th January 2013, which will be the first day of our third module.

You should also submit your assignment electronically. The manner in which this is done will be communicated to you.

Any questions should be addressed to your module tutor or tutors.