

Module Code	ACCB4026
Title	Software Solutions for Business
Date	09/09/2020
Level	4
Credits	20
Pre-Requisites	None

AIM(S)

- To give students a theoretical and a practical understanding and knowledge of various software and applications used within businesses.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Knowledge and skills to use software packages and applications to support day-to-day business operations.
- Ability to create, present and communicate information in a structured and managed way at their workplace.

INDICATIVE CONTENT

- Essential software for businesses operation
- Office software packages
- Documentation – create, format, tables, pictures, mail merge,
- Spreadsheets and macros
- Emails and other communication tools
- PowerPoint Presentations
- Databases and concepts
- Online collaboration tools - SharePoint, Skype for Business, MS Teams.
- Working with pdf
- Privacy, Ethics and legal aspects for computing

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	48	24%
Independent learning	152	76%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Portfolio	4000 words equivalent Students will produce a portfolio of work appropriate to the nature of their area of study. Portfolio elements may include a selection of the following: • Written Report • Presentation slides • Software/hardware implementation • Demonstration of work	100%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	100%
Practical	0%
TOTAL	100%

INDICATIVE READING LIST

Module Code	ACCA4026	
Module Title	Software Solutions for Business	
Classification	Reading List entry	Electronic*
Essential	J. T. Campbell, S. M. Freund, M. Frydenberg, M. Z. Last, P. J. Pratt, S. L. Sebok, M. E. Vermaat (2017) Shelly Cashman Series Discovering Computers & Microsoft Office 365 & Office 2016: A Fundamental Combined Approach, 1st Edition	☒
Essential	P. Carey, K. T. Pinard, A. Shaffer, M. Shellman, S. Vodnik (2020) New Perspectives Microsoft Office 365 & Office 2019 Introductory, 1st Edition	☒



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Further	S Baase & T. M. Henry (2018) Gift of Fire, A: Social, Legal, and Ethical Issues for Computing Technology, 5th Edition, Pearson	☒
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