



PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David
SWANSEA - ABERTAWE

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

Certificate of Higher Education in Skills for the Workplace:

Broadening Horizons/ Changing Lives

Digital Skills and Research Methods - BMSK4003

MODULE CODE:	BMSK4003
TITLE:	Digital Skills and Research Methods
LEVEL:	4
CREDITS:	20

AIM(S)

- To improve students' digital skills within the workplace.
- To develop awareness of the importance of effective analysis of information and its translation into knowledge.

LEARNING OUTCOMES

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

- evaluate the appropriate use of contemporary technologies to improve workplace efficiency and employability;
- identify and effectively evaluate a range of information sources;
- show competence in workplace data handling.

INDICATIVE CONTENT

- Examine modern workplace communications systems, including email and social networking.
- Explore the use of web-based and mobile applications within the workplace.
- Develop awareness of legal, ethical and security issues, including the ethical implications of gathering information within the context of data protection.
- Understand Prof Russell Ackoff's definitions of data, information, knowledge, understanding and wisdom.
- Explore potential sources of information to solve workplace problems.
- Understand the ways in which numeracy, knowledge and reasoning are integral to most employment areas, including an appreciation of the use of basic statistics in the interpretation and analysis of data.
- Become competent in basic numerical handling and the efficient organisation and management of files and folders.

LEARNING AND TEACHING STRATEGY

Lectures will introduce the students to the concepts, principles and practices. Workshops will introduce practical examples which will be used to support the application, discussion, and critical evaluation of techniques learned. Case studies will also be used to develop understanding and application of the techniques.

EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD)

Does the module contribute to ESD?	Yes
If yes, please provide brief details (no more than 100 words): Education for sustainable development is the process of equipping students with the knowledge and understanding, skills and attributes needed to work and live in a way that safeguards environmental, social and economic wellbeing, both in the present and for future generations. This module aims to teach students to critically assess, analyse and reflect and these skills will be related to sustainability issues within the context of the workplace, as appropriate. Ethical and responsible use of data will be explored within the context of global citizenship. Students will also be encouraged to actively implement or contribute to changes that promote sustainable development within the scope of their own learning experience and study environment and effectively engage with real-life problems relevant to sustainable development.	

ASSESSMENT

Assessment Component 1 – 50%

Written Work Based Assignment - 2000 words

Write a report evaluating the effectiveness of the use of modern technologies within own workplace and exploring social media as a tool for marketing, information gathering and communication within the workplace; creating own professional online presence to illustrate and evidence this research.

Assessment Component 2 – 50%

Written Report evidencing ability to apply appropriate Research Methodologies - 2000 words

Produce a report on a relevant and appropriate workplace topic showing evidence of use of a range of research methodologies and an understanding of effective and ethical data collection and interpretation.

READING LIST

Module Code	BMSK4003	
Module Title	Digital Skills and Research Methods	
Classification	Reading List entry	Electronic*
Essential	Maund, A. Schriek, M. and Tinkler, P. (2017). Certificate in Higher Education: Skills for the Workplace Student Yearbook. Sage Publications	☐
Essential	Morgan, P. (2016). The Business Student's Guide to Study and Employability. Sage Publications	☐
Further	Beckingham, S. (2014) Why you need a professional online presence. [online] Available at: http://www.slideshare.net/suebeckingham/why-you-need-a-professional-online-presence-and-how-to-do-it-rscon5 .	☒
Further	Bell, J. (2005) Doing your research project: A guide for first-time researchers in social science, education and health. 4th edn. Maidenhead, England: Open University Press.	☐
Further	Cottrell, S. (2011) Critical thinking skills: Developing effective analysis and argument (Palgrave study skills). 2nd edn. Basingstoke: Palgrave Macmillan.	☐
Further	Emory, C.W. and Cooper, D.R. (1991) Business research methods. 4th edn. United States: Irwin Professional Publishing.	☐
Further	Hoechsmann, M. (2012) Media literacies: a critical introduction. Malden, MA., Wiley- Blackwell.	☐
Further	MathsisFun (2016) Data, probability and statistics. [online] Available at https://www.mathsisfun.com/data/index.html	☒
Further	Poynter, R. (2010) The handbook of online and social media research: Tools and techniques for market researchers. United Kingdom: Wiley.	☐
Further	Sheffield Hallam University. (2014) Social Media and Employability. [online] Available at: https://sites.google.com/a/my.shu.ac.uk/shusome/employability	☒