

Module Code	LCLM4002
Title	Digital Skills
Date	29/07/2022
Level	4
Credits	20
Pre-Requisites	

AIM(S)

- To improve the student's basic digital skills needed in a business context.

LEARNING OUTCOMES

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

- Demonstrate technical competencies in using technologies to improve workplace efficiency;
- Effectively navigate, identify, and handle a range of digital information/content.

INDICATIVE CONTENT

- Identifying your own digital skills capability
- Introduction to modern workplace technologies
- Explore the use of web-based and mobile applications within the workplace
- Common software used for improving effectiveness and efficiency (For example MS Office suite of software)
- Using digital technologies for communication and collaboration
- Digital safety and wellbeing

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Portfolio of work made up of 2-3 tasks. (For example – Spreadsheets / word-processed documents, software generated reports, digital posters, vlogs/blogs, etc.)	3000 words or equivalent	100%

Assessment Summary

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

INDICATIVE READING LIST

Module Code	LCLM4002	
Module Title	Digital Skills	
Classification	Reading List entry	Electronic*
Essential	Reedy, K. and Parker, J. (eds.) (2018) <i>Digital literacy unpacked</i> . London: Facet. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100279559402421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,digital%20skills&offset=0	☒
Essential	Barnes, M. (2016) <i>5 skills for the global learner: what everyone needs to navigate the digital world</i> . Thousand Oaks: Corwin A SAGE Company. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100372244602421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,digital%20skills&offset=0	☒
Further	Van Dijk, J. and Van Deursen, A. (2014). <i>Digital Skills Unlocking the Information Society</i> . Palgrave Macmillan US. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100181770902421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,digital%20%20skills&facet=rtype,include,books&offset=0	☒
Further	Hoechsmann, M. and Poyntz, R. (2012). <i>Media literacies [electronic resource]: a critical introduction</i> . Wiley-Blackwell. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100107708902421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Media%20literacies%20%5Belectronic%20resource%5D%20:%20a%20critical%20introduction&offset=0	☒