

## EMPL4011: SmartTechnology in the Workplace (Assignment Task Breakdown)

| Learning Outcome 1                                                                                                      | Assignment Part 1                                                                                                                                                                                                                                      | What you need to do                                                                                                                                                                                                                                                                                                                                                                                                                                               | Student Focus                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Evaluate the appropriate use of technology (including mobile devices) to improve workplace efficiency and employability | <p>Choose any two of the following options and examine their usefulness in the workplace.</p> <p>Web based Email</p> <p>Tablets and Smartphones</p> <p>Cloud File Storage</p> <p>Web Conferencing</p> <p>Office applications online (in the cloud)</p> | <p>Write a short report on your chosen two options taking care to reference your research appropriately.</p> <p>Describe how each of the options may be used in the workplace.</p> <p>Compare and contrast at least two different providers or devices for each option chosen.</p> <p>Discuss how each option could help to improve efficiency in the workplace - giving some practical examples.</p> <p>Explain how each option might increase employability</p> | <p>Find out what each device/application is, what it is used for and how it might be used in the workplace.</p> <p>Answer the following questions in your report;</p> <p>What are the benefits of using these applications/devices?</p> <p>How could they improve workplace efficiency?</p> <p>How might being able to use these technologies increase staff employability?</p>                                                                   |
| Learning Outcome 2                                                                                                      | Assignment Part 2                                                                                                                                                                                                                                      | What you need to do                                                                                                                                                                                                                                                                                                                                                                                                                                               | Student Focus                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Demonstrate appropriate use of technology and its applications in the workplace                                         | <p>Create your own professional accounts (to be used for work) in the following social networks.</p> <p>LinkedIn</p> <p>Twitter</p> <p>Facebook</p>                                                                                                    | <p>Consider the following questions:</p> <p>Which network(s) do you think might help you most in your search for work or a better job? How?</p> <p>How would you use each one in the workplace?</p> <p>What advantages are there to using these networks in the workplace?</p> <p>What disadvantages?</p> <p>What are the implications with regard to personal and professional security?</p> <p>Which network(s) do you prefer? Why?</p>                         | <p>Ensure the accounts created are appropriate for work – name, profile picture etc - <i>and keep them separate from personal social network accounts</i></p> <p>Investigate the differences and similarities between each social network. Communicate with other class members and tutors using these networks.</p> <p>Find out how you can get in touch with (or obtain information from) people, companies and public sector organisations</p> |

| Learning Outcome 3                                                                                                               | Assignment                                                                                         | Practical Submission                                                                                                                                                                                                                                                                                                                                                                                                                                        | Student Focus                                                                                                                                                                                                                                                                     |
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| <p>Organise knowledge and learning through use of a range of information resources and present work at the appropriate level</p> | <p>You should submit your assignment as a Word (or equivalent) document to Turnitin via Moodle</p> | <p>Your Assignment must include:</p> <ul style="list-style-type: none"> <li>• Your investigations for Part 1</li> <li>• Images - screenshots of the new social media accounts created in Part 2</li> <li>• Web Links – links to the new social media accounts</li> <li>• Any other images/web links/files of your choice as deemed relevant to your text.</li> </ul> <p>(These extra files may be added as appendices to the main document if desired).</p> | <p>You will need to:</p> <p>Ensure you have answered Parts 1 and 2 thoroughly and add all text, images links etc to the one document for submission.</p> <p>Ensure all articles, books, websites and so on that you have consulted in your research are correctly referenced.</p> |