

Module Code	ACCA4030
Title	Digital Technologies
Date	01/12/2020
Level	4
Credits	10
Pre-Requisites	None

AIM(S)

- To provide students with knowledge and practical skills in a range of industry standard digital technologies to support effective and efficient work-flow.

LEARNING OUTCOMES

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

- Demonstrate essential knowledge and skills to use software packages and applications to support day-to-day business operations.

INDICATIVE CONTENT

- Working with personal computers, tablets and mobile devices
- Operating system: Windows, Mac, OS, Android, Linux, etc
- Internet and web technologies
- software packages and installations
- Office software products
- Emails and other communication tools
- Online collaboration tools - SharePoint, Skype for Business, MS Teams.
- Remote working and VPN
- Data storage, security and compliance
- Latest trends

Study Time Allocation

The study time for the module is divided as follows:

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

ASSESSMENT

Assessment Component 1

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Portfolio 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 • Software implementation • Demonstration of work	2,000 words equivalent	100%

Assessment Summary

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

INDICATIVE READING LIST

Module Code	ACCA4030	
Module Title	Digital Technologies	
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	☒
Further	P. Carey, K. T. Pinard, A. Shaffer, M. Shellman, S. Vodnik (2020) New Perspectives Microsoft Office 365 & Office 2019 Introductory, 1st Edition	☒

