



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

Smart Technology for the Workplace - EMPL4011

MODULE CODE:	EMPL4011
TITLE:	Smart Technology for the Workplace
MODULE AUTHOR:	Roger Maidment
LEVEL:	4
CREDITS:	10

AIM(S)

- To develop students' confidence in digital literacy related to workplace problems.

LEARNING OUTCOMES

By the end of this module students should be able to:

- evaluate appropriate use of technology, including mobile devices, to improve workplace efficiency and employability;
- demonstrate appropriate use of technology and its applications in the workplace;
- organise their knowledge and learning through use of a range of information resources, and present their work at the appropriate level.

CONTENT

Through task-based study, students will explore:

- use of contemporary web-based applications, such as Skype;
- appropriate communication through use of technology including awareness of legal, ethical and security issues;
- standard applications of word processing software;
- organisation and management of files and folders;
- navigation of web based research, downloads, pod casts;
- communications systems, email and social networking;
- use of mobile devices, tablets and phones within the workplace.

ASSESSMENT

Coursework Assignment	100%
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Example: Students will evaluate a recent information technology development within a workplace.

BIBLIOGRAPHY

Essential

Cottrell, S. *The Study Skills Handbook* (2nd edition). Hampshire: Palgrave MacMillan, 2003.
Pears, R. & Shields, G. *Cite Them Right*. Basingstoke: Palgrave MacMillan, 2011.

Recommended

Cottrell, S. (2010) *Skills for Success: The Personal Development Planning Handbook* (2nd edition). Hampshire: Palgrave MacMillan.
Levin, P. (2004) *Write Great Essays*. Maidenhead: Open University Press.
Mercer, N. (2006) *The Guided Construction of Knowledge: talk amongst teachers and learners*. Clevedon: Multilingual Matters Ltd.
Pritchards, A. M. (2008) *Studying and Learning at University: Vital Skills for Success in your Degree*. London: Sage Publications.
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van Emden, J. & Becker, L. (2010) *Presentation Skills for Students* (2nd edition). Palgrave Macmillan.

Ebooks

Hoechsmann, M. (2012) *Media literacies: a critical introduction*. Malden, MA., Wiley-Blackwell.
Lankshear, C. & Knoble, M. (2006) *New Literacies: Changing Knowledge in the Classroom*, Open University.

Websites

<http://www.open.ac.uk/safari/>
<http://jiscdesignstudio.pbworks.com/w/page/46421608/Developing%20digital%20literacies>
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