

University: University of Technology Mauritius
School/Faculty: School of Business Management and Finance
Module Name: Basics Digital Skills
Level: Year 1 – Semester 1
Credits: 4 credits Hours: 36 hours

Course Description: This module introduces students to the essential digital competencies required for academic success and future professional environments of new recruited students at the School of Business Management and Finance. It focuses on fundamental computer operations, efficient file management, word processing, spreadsheet applications, presentation design. The module emphasises practical skills through hands-on activities, enabling students to create, manage, and share digital content effectively and securely.

Learning Objectives

By the end of this module, students will be able to:

1. **Essentials of Digital Skills:** Identify basic computer hardware and software components, navigate operating systems and perform routine computer tasks, Use the internet effectively for research and communication.
2. **File Management:** Create, save, organise, and retrieve files and folders efficiently; Apply best practices for naming, backup, and storage (local & cloud).
3. **Word Processing:** Create, format, and edit professional documents using Microsoft Word (or equivalent); Apply styles, tables, images, and references in academic and business contexts.
4. **Spreadsheets:** Enter, edit, and format data in Microsoft Excel (or equivalent); Use formulas, basic functions, and create simple charts for data presentation.
5. **Presentations:** Design visually effective and engaging slides using Microsoft PowerPoint (or equivalent), apply multimedia, animations, and transitions appropriately.

Session	Topic	Key Activities	Assessment Type
1	Essentials of Digital Skills	Introduction to hardware, software, OS, and internet use	Participation in class activities
2	File Management	Folder creation, file naming conventions, cloud storage	Practical exercise
3–4	Word Processing	Document creation, formatting, inserting objects, references	Practical assignment

Session	Topic	Key Activities	Assessment Type
5–6	Spreadsheets	Data entry, formulas, functions, charts	Practical assignment
7–8	Presentations	Slide design, multimedia use, delivery skills	Practical assignment + short presentation
9	Review & Integration Project	Mini-project integrating Word, Excel, and PowerPoint	Group project

Assessment Component	Weighting	Description
Practical Exercises (Weekly)	20%	Hands-on lab tasks for each topic
Assignment 1 – Word Processing	10%	Create a formatted academic/business document
Assignment 2 – Spreadsheets	10%	Develop a data-driven spreadsheet with charts
Assignment 3 – Presentations	20%	Design and deliver a short presentation
Final Integrated Project	40%	Produce a comprehensive report, data analysis, and presentation

Teaching & Learning Methods includes lectures with demonstrations, hands-on computer lab sessions, individual and group projects, online learning resources and practice tools

Recommended Resources

- **Software:** Microsoft Office Suite / LibreOffice
- **Textbooks:**
 - Curtis, G. et al. *New Perspectives on Computer Concepts*. Cengage Learning.
 - Grauer, R. & Mulbery, K. *Exploring Microsoft Office*. Pearson Education.
- **Online:** Microsoft Learn, GCF LearnFree, Digital Skills for Africa (Google)