Lesson Plan

Module: Cloud accounting   Learning Unit: Digital tools to boost your business

Desired Core professional goal	Benchmark
Learners will be able to - implement cloud accounting tools and other digital tools in their business operations to streamline processes, improve efficiency, and enhance overall productivity - leverage technology to gain a competitive edge, increase profitability, and adapt to the rapidly changing business landscape - create a culture of continuous learning and improvement within their business	e-invoicing

Level	Framework
Basic	Evolve

Professional micro-learning outcomes

Learners will

- develop a digital transformation strategy for their business, outlining key goals, objectives, and action steps.
- assess their own small business accounting needs and determine which cloud accounting tools would be most beneficial for their specific business.
- implement cloud accounting tools and other digital tools in their business operations, ensuring proper training and support for employees.
- monitor and evaluate the impact of digital transformation on business performance, including improvements in efficiency, cost savings, and customer satisfaction.
- adapt and refine digital transformation strategies based on feedback and emerging technologies.
- stay updated on new developments and trends in digital transformation to continue leveraging technology for business growth and success.

Authentic assessment performance task

Learners will

1. watch the video Basic level: Module 4: Cloud accounting: Evolve - Digital tools to boost your business https://youtu.be/vASIZQw_RMU (2:27)
2. See the Infographic 8 Digital tools to boost your business
   In Module 4 we have learned about Cloud accounting tools that can help you with the invoicing processes of your business and your staff management such as the payroll processes. Apart from these there are various digital tools that can benefit SMEs in various aspects of their business operations. Check out the Infographic 8 Digital tools to boost your business to get a glimpse of these tools and then go to Module 5 to learn most of them.
3. do the following authentic assessment performance task:
   Use the Action Plan you developed in the previous lesson or the suggested Action Plan Template provided to you to start implementing the steps for your business. Discuss your experiences and challenges with your team or other learners sharing the same needs with you using our course forum our chatroom. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.
   After completing this task do the Self-Assessment for Implementing Cloud Accounting Tools for SMEs and see your score on your effectiveness. Discuss your score with other learners and exchange feedback for collaborative and mutual improvement in low scores.
4. have the option to check out more resources:
   a. Customer Success Stories | Sage UK: The webpage is about Sage, a company that provides software solutions for accounting, payroll, HR, and more. It showcases customer success stories, product features, company information, and support options. It also has links to Sage's blog, marketplace, events, and social media.
   b. The 4 Pillars of Successful Digital Transformations (hbr.org): This is an article from Harvard Business Review that explains the four pillars of digital transformation: IT uplift, digitizing operations, digital marketing, and digital businesses. It provides examples of how different companies have pursued each pillar and offers a framework to help leaders plan and execute their digital transformation journey.
   c. What is Cloud Accounting? | Certinia: This article is a guide on what is cloud accounting and how it differs from traditional accounting software. It explains the benefits of cloud accounting, such as flexibility, security, cost-effectiveness, and integration with Salesforce platform. It also introduces Certinia, a company that provides cloud accounting solutions for businesses.
   d. SME Digitalisation Sustainability The Twin Transition - May 2021 - Key Highlights.pdf (oecd.org): The D4SME webinar on SME Digitalisation & Sustainability: The Twin Transition was held virtually on 11 May 2021. It gathered over 128 participants from 34 countries to discuss the connection between SME digitalisation, sustainability and resilience to "build back better" our economies and societies. The webinar focused on how digitalisation can enable SMEs, including 'traditional' ones, to be more sustainable and achieve environmental goals and what policy solutions can governments deploy in order to help SMEs

improve their sustainability practices whilst simultaneously transforming digitally