Wrexham Glyndŵr UNIVERSITY

MODULE SPECIFICATION PROFORMA

Module Title:	Applied ICT for Social Work - Informational Analysis 1	**Level**:	4	**Credit Value**:	20

Module code:	SWK403	**Is this a new module?**	Yes	**Code of module being replaced**:	COMF405 (SW only)

Cost Centre:	GASW	**JACS3 code**:	L500

Trimester(s) in which to be offered:	1, 2	**With effect from:**	September 17

School:	Social & Life Sciences	**Module Leader:**	Julie Mayers

Scheduled learning and teaching hours	50 hrs
Guided independent study	150 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered	Core
BA (Hons) Social Work: Qualified Status	✓
BA (Hons) Social Welfare (exit/alternative award)	✓

Pre-requisites
None

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Module Aims
This module aims to fulfil the requirements to provide students with the computer skills needed in both graduate work and in future employment. It equips students with the skills required to develop competencies in the techniques that enables them to interpret, evaluate and communicate information within the area of social work practice.

Intended Learning Outcomes
Key skills for employability

 KS1   Written, oral and media communication skills

 KS2   Leadership, team working and networking skills

 KS3   Opportunity, creativity and problem solving skills

 KS4   Information technology skills and digital literacy

 KS5   Information management skills

 KS6   Research skills

 KS7   Intercultural and sustainability skills

 KS8   Career management skills

 KS9   Learning to learn (managing personal and professional development, self-

 management)

 KS10   Numeracy

At the end of this module, students will be able to		Key Skills	
1	Develop a range of personal, professional and interpersonal computer based IT skills for study and professional practice.	KS1	KS4
		KS5	KS9
2	Understand the functionality of Internet technologies including the retrieval and analysis of data that impacts on professional practice.	KS1	KS4
		KS5	KS9
3	Develop an understanding of security and privacy with particular reference to the social aspects of the Internet.	KS1	KS4
		KS5	KS9

4	Analyse, interpret and manipulate a variety of data using appropriate software for use in the context of social work study and professional practice.	KS1	KS4
		KS5	KS9
		KS10	

Transferable/key skills and other attributes
- Information management   - ICT skills

Derogations

Two attempts only at each assessment.

All assessments must be passed at 40% and above.

This module cannot be trailed to the next level

Assessment:

Assessment of this module will be through a combination of course work which includes a number of individual tasks; an In-Class Test which integrates the practice skills and utilities; and on-line assessment looking at the theoretical aspects of the module. The students will be expected to develop skills in completing the assignments as each will be an integral part of the learning process which can then be transferred to professional practice.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1	Coursework	50%		N/A
2	4	In-class test	30%	2 hours	
3	2, 3	Multiple Choice Questions	20%	1 hour	

Learning and Teaching Strategies:

The programme will be delivered largely through practical workshops and eLearning activities (via the University online virtual learning environment). Students will be encouraged to become active participants in their own learning and to collaborate in certain activities. Established good practice in ICT and in learning and teaching will be embedded throughout all aspects of the module. Students will participate in practical workshops using a combination of demonstrations, taught slots and a number of prepared workbooks to enable them to progress. These will be supported with additional materials, links to useful resources on the Web, reinforcement exercises, peer support and tutor support in the VLE.

Syllabus outline:

ICT Fundamentals

- Identify key concepts within ICT, computers, devices and software.
- Understand the key concepts of managing and organising files and folders
- Understand and use utility software to compress and extract files, and protect against threats, i.e. malware.
- Appreciate the importance of data security and data backups
- Understand the key concepts relating to environmental, accessibility, legal, health and safety issues, and remote access.

Word Processing

- Generate, format and analysis documentation:
    - Create, manage, import and embed objects, tables, pictures, and images
    - Create and manage reference tools
    - Enhance productivity through the use of fields, forms and templates
    - Create and manage mail merge techniques and automatic features
    - Incorporate alternative applications to integrate data
    - Collaborate on and examine documents, and apply document security features

Data Analysis using Spreadsheets

- Develop and format data using quantitative methods and approaches:
    - Standard mathematical and logical operations using formulas and functions
    - Format using conditional formatting, and customised number formatting
- Explore and analyse data incorporating series data, graphs, charts, and summary measures and apply document security features
- Validate data, analysis tables and lists to produce management information

Presentation

- Understand presentation planning and design consideration for professional practice
- Create, format and develop presentations for distribution and display
    - Enhance a presentation using templates and backgrounds
    - Display data using appropriate charts, diagrams, images and tables
    - Create, manage, import and embed objects, and images
    - Manage custom slide shows, and apply slide show settings
    - Insert multimedia and transition features

Internet/Communication

- Develop an understanding of the Internet and the common technologies associated with it.
- Understand and use the key concepts and skills relating to web browsing, effective information search, online communication, social media and remote services
- Understand and demonstrate the fundamental email concepts including message organisation, attachments, calendar management, and contact management

- Understand the issues surrounding personal security and privacy.
- Develop an understanding of how Internet technologies can impact on professional practice.
- Understand the functionality of the University Intranet and VLE, Library Database and communication methods.

Bibliography:

Essential reading

Bott, E., Siechert, C., (2013), *Microsoft Office System Inside Out: 2013 Edition*, Microsoft Press

Other indicative reading

Carson, J. (2016), How to Stay Safe Online, Ulster Technology.
CiA Training Ltd [Online], www.ciatraining.co.uk

Marrelli, J.(2014), *A Guide to Microsoft Office 2013*, EMC Publishing
Poatsy, M.A., Mulbery, K., Krebs, C., Hogan, L., Rutledge, A.M. & Grauer, R. (2014) ,
Exploring Microsoft Office 2013, Volume 1, Prentice Hall.
Mason, S. (2014) *"Email, Social Media and the Internet at Work,"* in Richard Griffin
Poatsy, M.A., Mulbery, K., Cameron, J., Davidson, J., Williams, J. & Lau, L. (2014) ,
Exploring Microsoft Office 2013, Volume 2, (4th edn) Prentice Hall.
Silver, D. (2016), *Safe, Sound and Secure*, Los Angeles: Adams-Hall Publishing.