MODULE SPECIFICATION PROFORMA

Module Code:	COM447

Module Title:	IT Fundamentals

Level:	4	Credit Value:	20

Cost Centre(s):	GACP	JACS3 code: HECoS code:	I200 100372

Faculty:	Arts, Science and Technology	Module Leader:	Julie Mayers

Scheduled learning and teaching hours	36 hrs
Guided independent study	164 hrs
Placement	0 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered (not including exit awards)	Core	Option
BSc (Hons) Computing	☐	✓
BSc (Hons) Computing (with Industrial Placement)	☐	✓
Delivery as standalone or part of CPD package	☐	✓

Pre-requisites
None.

Module Aims
This module aims to fulfil the requirements to provide students with the IT 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 effectively using MS Office.

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 study and professional practice.	KS1	KS4
		KS5	KS9
		KS10	

Transferable skills and other attributes

- Information management
- ICT skills

Derogations
None.

Assessment:					
Indicative Assessment Tasks:					
Assessment will be through a combination of course work which integrates the practical 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. Formative assessment will be carried out through laboratory exercises, making use of relevant tasks and scenarios.					
Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1, 4	Coursework	80		
2	2, 3	Multiple Choice Questions	20	1 hours	

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 IT 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: o Create, manage, import and embed objects, tables, pictures, and images

- o Create and manage reference tools
- o Create and manage mail merge techniques and automatic features
- o Incorporate alternative applications to integrate data
- o Collaborate on and examine documents, and apply document security features

Spreadsheets

- Develop and format data using a spreadsheet:
  - o Standard mathematical and logical operations using formulas and functions
  - o Format using conditional formatting, and customised number formatting
  - o Create and manipulate charts and formatting features
  - o Analyse tables and lists
  - o Collaborate on and review spreadsheets

Presentation

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

Internet/Communication

- Develop an understanding of the Internet and the common technologies associated with it.
- Understand the issues surrounding personal security and privacy.
- Develop an understanding of how Internet technologies can impact on professional practice.

Indicative Bibliography:

Essential reading

There are no essential textbooks; the module will use relevant online reference material and the lecture notes.

Other indicative reading

CiA Training Ltd, (2018). CiA Training.co.uk. [Online]
Available at: http://www.ciatraining.co.uk/

Grauer, R. T., (2016). *Exploring Microsoft Office 2016: Vol 1*. Boston: Pearson.

Manning, C. and Manning Swinson, S.L. (2017), *Microsoft Office 2016: A Skills Approach*. McGraw-Hill.