**COM001**INFORMATION TECHNOLOGY

**Scheme**

Undergraduate

**Department**

Comp. Eng. & Tech (D)

**Level**

Level 0

**Tutor**

DAVID BRAZIER

**Credits**

10

**Module Board**

Computing

**Description**

MODULE DESCRIPTOR   
  
  
TITLE: Information technology  
CODE: COM001  
CREDITS: 10  
LEVEL: 0  
FACULTY: FAS  
MODULE BOARD: Level Zero  
PRE-REQUISITES: None  
CO-REQUISITES: None  
LEARNING HOURS: 100 of which 35 are contact hours  
  
AIMS:  
This module enables students to acquire an awareness of the broad spectrum of information technology (IT). It aims to promote a confident approach to the use of IT, no matter which programme title is being studied.  
  
LEARNING OUTCOMES:  
AFTER COMPLETION OF THIS MODULE, THE STUDENT WILL BE ABLE TO DEMONSTRATE:-  
  
Knowledge:  
  
K1. Understand the terminology associated with computer systems.  
K2. Understand how to use a computer.  
K3. Describe the operational principles and purposes of a variety of peripheral devices.  
K4. Understand the concepts and applications of commercial software.  
K5. Understand the basic concepts of electronic communication.  
  
Skills:  
  
S2. Use standard computer equipment for the processing of data.  
S1. Manipulate data using commercial applications software.  
  
CONCEPT SYNOPSIS:  
Computer jargon, hardware and software. Concepts and definition of word processor software. Use of features such as: text entry, editing, formatting, loading, saving and printing of documents. Fundamental principles and definition of spreadsheet software. Use of features such as: data entry, editing, formatting, use of formulae, saving, loading and printing of worksheets. Appreciation of the concepts of spreadsheets and their use as a mathematical/financial planning tool.  
  
Fundamental principles and definition of database software. Database file, record and data structure. Use of features such as: creation of tables, entry and editing of data, querying, sorting, saving, printing, and the formatting of output of data.  
  
Basic concepts of electronic communication.   
  
  
TEACHING AND LEARNING:  
A student centred approach will be used, and students will be encouraged to become responsible for their own learning. Research will be carried out at college and in the students? own time. The major part of the contact time will be spent in the practical application of IT, using a variety of software. The proportion of contact time allocated to the various aspects of this module will be as follows:  
  
The taught element will be tutorial based in a designated computer cluster for a total of 25 hours. These are broken down as follows:  
  
Introduction to Hardware and Software 1 hour  
The windows Operating System 2 hours  
Word Processing 7 hours  
Database 7 hours  
Spreadsheet 7 hours  
Electronic Communication 1 hour  
  
Self study 75 hours  
  
  
TEACHING AND LEARNING METHODS:  
  
Scheduled activities Independent study Placement Total hours  
Hours Detail Hours Detail Hours Detail   
25 workshops 75 Self study 100  
  
  
Total 100  
  
  
  
ASSESSMENT METHODS  
  
(Please ensure that the sequence numbering of the assessments is in the correct chronological order for the module, as this may affect funding.)  
  
  
  
  
Required For KIS return to HESA  
Seq. Element % of module assessment weighting Summary Pass Mark LO Written exam ? central timetable  
(% of the element) Written exam ? local timetable  
(% of the element) Coursework  
(% of the element) Practical  
(% of the element)  
% Type % Type % Type % Type  
001 TCT 33 K1 K2 K4 K5 S1 S2 100 TCT   
002 TCT 33 K2 K4 S1 S2 100 TCT   
003 TCT 34 K3 K4 S1 100 TCT   
  
\* only populate if there is an approved programme specific regulation OR if the assessment is pass/fail   
  
(If the Pass Mark differs from the university regulations there must be a related programme specific regulation approved.)  
  
  
Assessment 001: TCT 1 will cover the use of Windows, Word Processing and electronic communication assessing learning outcomes K1, K2, K4, K5, S1 and S2  
  
Assessment 002: TCT 2 will cover the use of Spreadsheets and Databases assessing learning outcomes K2, K4, S1 and S2  
  
Assessment 003: TCT 3 will cover the use of graphical packages assessing learning outcomes K3, K4 and S1.  
  
  
INDICA TIVE READING LIST ? (NB: New modules must have an extended reading list)  
  
BTEC FIRST IT Practitioners (2003), Published by Hinemann Educational Publishers. ISBN 0 435 454692.  
Information Systems for you Skillbuilder (2000), Published by Stanley Thornes Publishers Ltd. ISBN 0 74 8753168.  
  
SUPPORT MATERIAL:  
  
The students will be supported through access to a level zero programme space delivered through Sunspace which will provide support such as the Universities generic smart skills package. Through the Sunspace programme space the student will also be given a direct link to additional self-directed using the skills development resources.  
  
  
  
PROGRAMMES USING THIS MODULE AS CORE/OPTION:   
a) Bsc (hons) applied biomedical sciences (core)  
b) Bsc (hons) biomedical sciences (core)  
c) Bsc (hons) biomedical studies (core)  
d) BSc (Hons) Sport and Exercise Development (core)  
e) BSc (Hons) Sport and Exercise science (core)  
f) BSc (Hons) Sport studies (core)  
g) Bsc (hons) sports coaching (core)  
h) Bsc (hons) psychology (core)  
i) Bsc (hons) psychology with counselling (core)  
j) Bsc (hons) sport and exercise psychology (core)  
  
  
Is the programme delivered On Campus or Off campus (please delete, as appropriate):   
  
Off campus   
  
College(s): Sunderland College, Shiney Row Centre  
  
Work based learning: No  
  
Professional Accreditation: No  
  
Module Leader   
Kevin Handley, City of Sunderland College  
  
Lead Deliverer   
Kevin Handley, City of Sunderland College  
  
  
JACs Code G500

**Assessments**

CW FINAL: Coursework 3 (34%)

COURSEWORK: Coursework 1 (33%)

COURSEWORK: Coursework 2 (33%)

**Availability**

1D: Semester 1 2013/4 City of Sunderland College

1D: Semester 1 2014/5 City of Sunderland College

A: Semester 1 2013/4 Sunderland

A: Semester 1 2014/5 Sunderland