



University of the
West of England

MODULE SPECIFICATION

Code: USSJTK-10-0 **Title:** Information Technology and Learning Skills **Version:** 2

Level: 0 **UWE credit rating:** 10 **ECTS credit rating:** 5

Module type: Standard

Owning Faculty: Health and Life Sciences

Department: Applied Sciences

Faculty Committee approval: Quality and Standards Committee

Date: Summer 2011

Approved for Delivery by: N/A

Valid from: September 2011

Discontinued from:

Pre-requisites:
NONE

Co-requisites:
NONE

Entry Requirements:
N/A

Excluded Combinations:
NONE

Learning Outcomes:

The student will be able to:

- use a personal computer as a tool for processing and presenting numerical data;
- use appropriate software (for example powerpoint) to display and communicate scientific information;
- evidence key graduate study skills (i.e. accessing Blackboard and myuwe);
- access the resources and essential support networks within and outside the University in order to facilitate their research, problem solving and study skills.

Syllabus Outline:

This is a skills based module and aims to support and enhance the development of IT and generic learning skills which will enhance the effectiveness students as they embark upon their graduate careers. Specifically, the module will introduce the following:

IT Skills.

Processing raw scientific data and using generic skills in the use of spreadsheets, excel/minitab and various presentation packages.

Learning Skills.

Within the context of a science communication case study, students will engage in activities relating to this task: academic reading, literature and information searching, scientific writing, referencing and plagiarism, use of appropriate software useful for poster presentations, time management, planning.

Teaching and Learning Methods:

The module seeks to facilitate the development of generic skills, and therefore a variety of teaching and learning strategies will be employed. The module will be delivered using whole group, and small facilitated peer group and 1:1 type interactions (particularly useful in the delivery of IT skills at PC terminals).

The IT component of the module will be delivered entirely during practical sessions in the University PC laboratories using readily available network software. Students will be given initial support in operating the PC's, loading the appropriate software, and the use of some important commands to operate the software. Within the supported sessions, students are expected to work towards autonomy, working at their own pace through a structured programme of exercises.

Student learning will be supported through the University's E-learning Environment, Blackboard.

Reading Strategy:

All students will be encouraged to make full use of the print and electronic resources available to them through membership of the University. These include a range of electronic journals and a wide variety of resources available through web sites and information gateways. The University Library's web pages provide access to subject relevant resources and services, and to the library catalogue. Many resources can be accessed remotely. Students will be presented with opportunities within the curriculum to develop their information retrieval and evaluation skills in order to identify such resources effectively.

Any **essential reading** will be indicated clearly, along with the method for accessing it, e.g. students may be expected to purchase a set text, be given or sold a print study pack or be referred to texts that are available electronically, etc. This guidance will be available either in the module handbook, via the module information on Blackboard or through any other vehicle deemed appropriate by the module/programme leaders.

If **further reading** is expected, this will be indicated clearly. If specific texts are listed, a clear indication will be given regarding how to access them and, if appropriate, students will be given guidance on how to identify relevant sources for themselves, e.g. through use of bibliographical databases.

Indicative Reading List:

Most recent edition of the following texts:

Office "XP" for Dummies, W. Wang, John Wiley & Sons, Inc.

Skills for Success, S. Cottrell, Palgrave Macmillan, Basingstoke.

The Study Skills Handbook, S. Cottrell 3rd Ed. Palgrave Macmillan, Basingstoke.

Assessment:

Weighting between components A and B (standard modules only) A: 100% B: 0%

FIRST ATTEMPT

First Assessment Opportunity

Component A (*controlled*)

Description of each element

CW1 In-session defence of a screen-poster during Semester 2.

Element Wt (Ratio)
(*within Component*)

1

Component B

Description of each element

CW2 The submission of a portfolio of IT based exercises completed during the sessions in semester 1, in which students will be assessed upon their competence to complete the given tasks (P/F).

Element Wt (Ratio)
(within Component)

1

FINAL ASSESSMENT

Second Assessment Opportunity (Resit) further attendance at taught classes is not required

Component A (controlled)

Description of each element

CW3 A controlled defence of a screen-poster

Element Wt (Ratio)
(within Component)

1

Component B

Description of each element

CW4 An IT processing exercise using data provided to the student (P/F)

Element Wt (Ratio)
(within Component)

1

**FINAL
ASSESSMENT**

EXCEPTIONAL SECOND ATTEMPT Attendance at taught classes is not required.

Specification confirmed by**Date**
(Associate Dean/Programme Director)