

**Module Code: PDMU9L6****Module Title: Information Technology Skills****Course Organiser**

	<b>Room Number</b>	<b>E-mail Address</b>
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**Prerequisites**

None.

**Credits**

10 credits at SCQF level 7

**Learning Outcomes**

- To develop a broad appreciation of information technology.
- To build on assumed basic computer skills, mouse and keyboard use and windows-style file and folder organisation, with confident understanding of the Windows interface.
- To gain practical experience using various standard application packages; in particular:
  - Document Preparation including Word Processing and Graphics Manipulation.
  - Spreadsheets.
  - Slide Show Presentations.

**Transferable Skills**

- To perform more effectively in other subject areas by applying the computer skills obtained.
- To develop an intuitive approach to the use of unfamiliar computer applications.

**Contents**

- Text and Graphics ..... (4 workshops)
  - Introduction to Microsoft Word
  - Using Word for document preparation
  - Styles and Document Layout
  - Using Microsoft Word tools
  - Drawing and Image Processing using Microsoft Paint and Microsoft Photo Editor
- Spreadsheets ..... (2 workshops)
  - Introduction to Microsoft Excel
  - Basic Excel
  - Calculations and Formulas
  - Functions and Charts
- Presentations ..... (2 workshops)
  - Creating a simple presentation using Microsoft PowerPoint
  - Image manipulation
  - Timing and animation
- Advanced Word Processing and Spreadsheets.....(1 workshop)
  - Document Organisation, Referencing, Security and Macros
  - Manipulating graphics.
  - Working with groups of spreadsheets.
  - Importing and exporting data.
  - Mail merges and report production.

### Assessment

Assessment is based on 100% coursework and will consist of two components: checkpoints and a class test. A checkpoint is a small piece of work carried out in the practical, with instruction and help from the tutor if necessary. There will be a checkpoint in every session. It proves that you are completing a sufficient proportion of the practical work. The test will be an open book test on spreadsheets. This will take place on one of the workshop days (see the schedule). The test is designed to take you about one hour although you can use the whole two-hour session to do it.

<u>Assessment</u>	<u>Description</u>	<u>Percentage of Mark</u>
1	Spreadsheets test (open book)	50%
2	Checkpoints	50%

### Requirements

For this module the compulsory assessment is:

- Attend the Spreadsheets test.

**Failure to attend the spreadsheets test will result in a fail grade for the module as a whole.** This rule (regarding coursework) may be relaxed for students who can show good cause for failure to submit. 'Good cause' may include illness (for which a medical certificate or other evidence will be required).

### Reassessment

Students with a fail mark in the module are eligible for reassessment (provided the requirements above are satisfied). The reassessment will be a further attempt of the Spreadsheets Test.

### Plagiarism

Work which is submitted for assessment must be your own work. All students should note that the University has a formal policy on plagiarism which can be found at <http://www.quality.stir.ac.uk/ac-policy/Misconduct.php>.

Plagiarism means presenting the work of others as though it were your own. The University takes a very serious view of plagiarism, and the penalties can be severe (ranging from a reduced mark in the assessment, through a fail mark for the module, to expulsion from the University for more serious, or repeated, offences). Specific guidance in relation to Computing Science assignments may be found in the Computing Science Student Handbook

### Textbooks

There are many books on Windows XP and Office 2007: feel free to use whichever one appeals to you, or to just rely on the worksheets and online help.

We particularly like N Conner and M MacDonald, *Office 2010: The Missing Manual*, Cambridge: Pogue Press ISBN: 1449382401. This is available in the library.

**Attendance Requirements**

Attendance at practicals will be recorded. If we become concerned about your attendance we will contact your personal tutor. If you are worried about your ability to attend classes please seek advice from the module coordinator, your personal tutor, or other University Services.

You are expected to attend all lectures and practical classes, in order to derive the maximum benefit from your time at University. It is your responsibility to make the most of the opportunities for education offered to you by the University.