

PDMU9L7**Module Title: Advanced Information Technology Skills****Course Organiser**

	Room Number	E-mail Address
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Prerequisites

none, but good basic IT skills are recommended.

Credits

10 credits at SCQF level 8

Learning Outcomes

Students should be able to demonstrate practical skills:

- Use MS Access to create a database.
- Work with forms, queries and reports from a database containing several tables.
- Create web pages using Hypertext Mark-up Language.
- Impose style rules in web pages using Cascading Style Sheets.
- Incorporate multimedia content into web pages and add other embedded technologies.
- Design word processing and web content, based on usability and accessibility guidelines.
- Effectively test web design

Transferable Skills

- The ability to work with Office applications at an advanced level, and to understand their applicability.
- Knowledge of relational databases.
- An appreciation of usability and accessibility issues in Human Computer Interfaces.
- Development of good communication skills through effective design.

Contents

- Web Page design. online resources, 7 workshops
 - Introduction to HTML5.
 - Using Cascading Style Sheets.
 - Embedding multimedia objects.
 - Design for usability and accessibility.
 - Testing web page design and function.
 - Manipulating Images in web pages.
- Databases 3 workshops
 - Creating a database using MS Access.
 - Creating and modifying tables.
 - Using forms for data entry.
 - Sorting, searching and filtering.
 - Importing data from external sources.
 - Querying the database.
 - Producing reports and sending output to other applications.

Assessment

Assessment is based on 100% coursework and will consist of two components: an assignment and checkpoints. The assignment will require work outside the practical sessions. You will be given at least two weeks to do the work for this (it should take no more than six hours of your time, assuming you have carefully completed the relevant course work). 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.

100% course work.

- 50% Checkpoints
- 50% assignment on Web design, implementation and testing.

Requirements

For this module the compulsory assessment is:

- the web design assignment.

Failure to attempt the web design assignment 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).

Assessed coursework that is submitted late will be accepted up to seven calendar days after the submission date (or expiry of any agreed extension) but the mark will be lowered by three points per day or part thereof. After seven days the piece of work will be deemed a non-submission, and will result in the award of 0% for the module as a whole.

Reassessment

Students with a fail mark are eligible for reassessment (provided the requirements above are satisfied). The reassessment will be an opportunity to resubmit the web assignment.

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

N Conner and M MacDonald, Office 2010: The Missing Manual, Cambridge : Pogue Press ISBN: 1449382401. Is available in the library.

Note that this does not cover HTML and CSS; however, there are excellent online tutorials for these.

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.