

Liverpool John Moores University

Title: COMPUTER APPLICATION TOOLS
Status: Definitive
Code: **3002FCERT** (103121)
Version Start Date: 01-08-2011

Owning School/Faculty: Computing and Mathematical Sciences
Teaching School/Faculty: Computing and Mathematical Sciences

Team	Leader
Yuanyuan Shen	Y

Academic Level: FHEQ3
Credit Value: 36.00
Total Delivered Hours: 72.00
Total Learning Hours: 360
Private Study: 288

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	24.000
Practical	24.000
Tutorial	24.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Coursework only	100.0	

Aims

An introduction to computers and the Internet for complete beginners. It has a significant component of practical work including the use of standard document creation applications and multimedia packages.

Learning Outcomes

After completing the module the student should be able to:

- 1 Demonstrate a working knowledge of Office applications.
- 2 Demonstrate a working knowledge of multimedia editing packages.
- 3 Use e-mail and web browsers.
- 4 Apply techniques for producing websites

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Report	1	2	3	4
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Outline Syllabus

Range of applications of IT systems. Use of PCs and associated issues of health, security and legal issues.

*Basic features of various Office applications
Word processing, spreadsheets, databases, presentation.*

Some advanced features, including diagrams, graphs and multimedia data and their use in these packages.

Multimedia data editing software - image editing, sound editing, animation.

Web pages and the internet. Browsers and search engines.

Website design techniques, including relevant web page development package.

Learning Activities

Learning activities will be through lectures and tutorials where students will be introduced to the main features of the applications. These will be supported by labs where students will use the packages on practical problems.

References

Course Material	Book
Author	Munnelly, B. & Holden, P.
Publishing Year	2003
Title	ECDL 4: The Complete Coursework
Subtitle	
Edition	
Publisher	Prentice Hall
ISBN	

Course Material	Book
Author	Heathcote, P. M.
Publishing Year	2004
Title	Successful IT Projects in Excel
Subtitle	
Edition	
Publisher	Payne-Galloway
ISBN	

Course Material	Book
Author	Heathcote, P. M.
Publishing Year	2002
Title	Successful IT Projects in Access
Subtitle	
Edition	
Publisher	Payne-Galloway
ISBN	

Course Material	Book
Author	Heathcote, P. M.
Publishing Year	2000
Title	Successful IT Projects in Word
Subtitle	
Edition	
Publisher	Payne-Galloway
ISBN	

Course Material	Book
Author	Vaughan, T.
Publishing Year	2003
Title	Multimedia, Making It Work
Subtitle	
Edition	6th Edition
Publisher	Osborne
ISBN	

Notes

This module is designed to introduce year 0 students to the basic technologies and techniques for IT development.