

Liverpool John Moores University

Title: CORE IT
Status: Definitive
Code: **3003BELCR** (101125)
Version Start Date: 01-08-2011

Owning School/Faculty: Arts, Professional and Social Studies
Teaching School/Faculty: Bellerby's College - Brighton

Team	Leader
Jarmila Hickman	Y

Academic Level: FHEQ3 **Credit Value:** 12.00 **Total Delivered Hours:** 55.00
Total Learning Hours: 120 **Private Study:** 65

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	55.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	AS1	Coursework – two WP time-constrained 'open-book' tests (2 hours each)	33.0	
Technology	AS2	Coursework – two SS time-constrained 'open-book' tests (2 hours each)	33.0	
Technology	AS3	750 word evaluative report on peer group presentations	17.0	
Technology	AS4	Presentation on a student-selected topic	17.0	

Aims

To introduce students to basic and more advanced functions of Word Processing, Spreadsheet and Presentation Applications. To provide students with a range of core

IT skills necessary to support their Higher Education studies.

Learning Outcomes

After completing the module the student should be able to:

- 1 Specify basic and more complex functionality of word processing, spreadsheet and presentation applications.
- 2 Select appropriate applications to undertake a range of computer based tasks.
- 3 Use specific application functionality appropriately and quickly to successfully complete closed tasks and solve more open ended problems.
- 4 Describe the limitations of some of the functions of each of the applications.

Learning Outcomes of Assessments

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

presentation	1	2	3	4
technology	1	2	3	
technology	4			
technology	1	2	3	

Outline Syllabus

1. *Word Processing*
2. *Spreadsheets*
3. *Presentation Software*

Learning Activities

Work through Bellerbys Core IT Workbooks, undertaking a series of progressively challenging build-up exercises involving increasingly complex tasks/solving more complex problems.

References

Course Material	Book
Author	Matthews, M
Publishing Year	2007
Title	Microsoft Office Word
Subtitle	Quicksteps
Edition	

Publisher	McGraw-Hill USA
ISBN	9780071482998

Course Material	Book
Author	Bernanke, B and Langer, M L
Publishing Year	2003
Title	Microsoft Office Word for Windows
Subtitle	Visual Quick Start
Edition	
Publisher	Peachpit Press
ISBN	10: 0321193946

Course Material	Book
Author	Hart-Davis, G
Publishing Year	2006
Title	How to do Everything with Microsoft Office Excel
Subtitle	
Edition	
Publisher	McGraw-Hill Educational USA
ISBN	9780072263695

Course Material	Book
Author	Finkelstein, E
Publishing Year	2007
Title	How to do Everything with Microsoft Office PowerPoint
Subtitle	
Edition	
Publisher	Osborne/McGraw-Hill USA
ISBN	9780072263398

Notes

The module is an integral part of the building up of appropriate study skills for university studies. In this instance, students are taught core IT skills and complete increasingly complex tasks related to these in order to build confidence so that they can deploy these same skills effectively in their later studies, on this Foundation Programme and beyond.