

Liverpool John Moores University

Title: COMPUTER AND NUMERATE SKILLS

Status: Definitive

Code: **4508TECYPC** (115871)

Version Start Date: 01-08-2018

Owning School/Faculty: Engineering

Teaching School/Faculty: YPC International College (Kolej Antarabangsa YPC)

Team	Leader
Michael Shaw	

Academic Level: FHEQ4 **Credit Value:** 24 **Total Delivered Hours:** 113

Total Learning Hours: 240 **Private Study:** 127

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	54
Practical	56

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Assignment 1 (Word/Excel/Access Report including Graphs)	25	
Report	AS2	Assignment 2 Statistical Case Study	25	
Exam	AS3	Examination	50	3

Aims

To familiarise students with modern business and technical computer applications. To bring the students to a level of mathematical ability likely to be encountered in business situations and also approach with confidence mathematical concepts encountered on BSc programmes.

Learning Outcomes

After completing the module the student should be able to:

- 1 Use PC computer networks
- 2 Use a range of modern business and communication software
- 3 Apply the concepts of HTML and build web pages.
- 4 Manipulate and solve basic algebraic expressions
- 5 Perform basic trigonometric calculations
- 6 Manipulate and present statistical information

Learning Outcomes of Assessments

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

Word/Excel/Access Report	1	2	3
Statistical Case Study	4		
EXAM	5	6	

Outline Syllabus

Introduction to computers, networks and network applications, use of Email, Internet. Introduction to word-processor applications, spreadsheet applications (including graphs), html and database applications for business and technical purposes.

Learning Activities

Lectures and Tutorials (including computer laboratory tutorials)

Course Material	Book
Author	Dretske B.J
Publishing Year	2011
Title	Statistics with Microsoft Excel
Subtitle	
Edition	5th ed
Publisher	Pearson Education
ISBN	

Course Material	Book
Author	Shelly & Vermaat
Publishing Year	2012
Title	Discovering Computers & Microsoft Office 2010: A Fundamental Combined Approach

Subtitle	
Edition	
Publisher	Cengage Learning
ISBN	

Notes

This module aims to give students the knowledge and skills to use numerate concepts and a networked PC for a range of business and scientific purposes in industry for use in other modules in their programme. The students will be encouraged by the tutorials/assessments to become familiar with the University network and selected software