CO1098 Information Management

Credits: 10    Convenor: Dr. Stuart Kerrigan    Semester: 1st

Prerequisites: none
Assessment: Coursework: 100%    none: %

Lectures: 3 hours    Laboratories: 20 hours    Private Study: 52 hours

Subject Knowledge

Aims This module aims to teach the use of the computer as a tool.

Learning Outcomes Basic computer literacy. Students will learn to understand and gain experience with a variety of components of the Windows XP operating system.

Methods Class sessions plus extensive laboratory classes and coursework.

Assessment Marked coursework.

Skills

Aims To develop some basic IT skills, in particular, students will learn skills with the Windows XP operating system.

Learning Outcomes The student will develop skills in handling Word and Excel. The full scope of these packages is explored and practical skills are developed through a series of laboratory exercises. Students will also gain skills in using communication packages, in both sending and receiving e-mail, and in accessing the Internet. The course emphasises a 'hands-on' approach. Experience with computers is not a prerequisite for this module.

Methods Coursework with a variety of laboratory exercises

Assessment Marked coursework.

Course Description The module comprises a series of ten laboratory classes with on-line instruction, supplemented by three lecture demonstrations. Assessment is solely on the laboratory course work. The course teaches hands on experience with a number of much used software packages.

Detailed Syllabus Operating systems and Windows. Document preparation and word processing in Microsoft Word: formatting, layout, styles, sectioning, tables, etc. Storage, analysis and presentation of data using Microsoft Excel: formulae and calculation; charts; databases; applications. Electronic mail, Internet Explorer & Netscape.

Reading List

There is no recommended textbook for this module. All of the documentation required to complete the laboratory exercises is provided on the Web pages associated with module.

In case you really want to buy a book: any introductory book on Word or Excel will do. They all tend to be rather similar so just choose one that you like.

Resources Study guide, Web page, study guide, coursework, electronic coursework submission facility, demonstrator and postgraduate support, computer labs, lecture rooms with two OHPs.

Module Evaluation Course questionnaires, course review.