Information Handling Foundation Skills

Module Code: OIM3001-B
Academic Year: 2018-19
Credit Rating: 20
School: School of Management
Subject Area: Operations and Information Management
FHEQ Level: FHEQ Level 3
Module Leader: Mrs Runita Marwah

Additional Tutors:

Pre-requisites:
Co-requisites:

Contact Hours

<table>
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<tr>
<th>Type</th>
<th>Hours</th>
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<tr>
<td>Tutorials</td>
<td>30</td>
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<tr>
<td>Laboratory</td>
<td>30</td>
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<tr>
<td>Directed Study</td>
<td>140</td>
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Availability Periods

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<th>Occurrence</th>
<th>Location/Period</th>
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<tr>
<td>ONA</td>
<td>College of Banking and Financial Studies, Oman / Semester 1 (Sep - Jan)</td>
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Module Aims

To use IT in a safe and secure manner for searching, selecting, developing and presenting information.

Outline Syllabus

Computer components and their uses; Legislation governing the use of computers; Measures for ensuring safe and secure use of IT systems; The impact of computers on society; The Internet for information retrieval and communication; Word processing, spreadsheet and database software formats and layouts that are suitable in handling and presenting
Module Learning Outcomes

On successful completion of this module, students will be able to...

1. Identify the information needed and its potential sources for specific purposes.

2. Search and select appropriate information using multiple criteria. Process data to derive new information that meets specified requirements. Explore information for accuracy and credibility as needed for specific purposes. Use IT systems safely and securely.

3. Identify the information needed and its potential sources for specific purposes. Search and select appropriate information using multiple criteria. Process data to derive new information that meets specified requirements. Explore information for accuracy and credibility as needed for specific purposes. Use IT systems safely and securely. Identify the information needed and its potential sources for specific purposes. Use appropriate procedures for managing and presenting information suitable for specific purposes. Handle confidential material.

Learning, Teaching and Assessment Strategy

Seminars, small group work, class discussion, practical exercises.

Mode of Assessment

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<tr>
<th>Type</th>
<th>Method</th>
<th>Description</th>
<th>Length</th>
<th>Weighting</th>
<th>Final Assess'</th>
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<tr>
<td>Summative</td>
<td>Coursework</td>
<td>Portfolio of completed coursework that meets specified guidelines for format and completeness</td>
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Legacy Code (if applicable)

Reading List

To view Reading List, please go to rebus:list.