

Module Details	
Module Title	Digital Literacy
Module Code	BIC3002-A
Academic Year	2022/3
Credits	10
School	UoB International College
FHEQ Level	RQF Level 3

Contact Hours	
Type	Hours
Directed Study	50
Lectures	30
Laboratories	20

Availability	
Occurrence	Location / Period
BDA	University of Bradford / Semester 1
BDA	University of Bradford / Semester 2

Module Aims
<p>This module enables students to enhance their basic IT skills in terms of use of preparation and use of documents and spreadsheets using Microsoft Office, and presentation skills using Powerpoint. It further helps them both to develop the research skills through appropriate use of the Internet and to show them how using the Virtual Learning Environment (VLE) and social media can enable them to communicate effectively with their tutors and fellow students during their studies.</p>

Outline Syllabus

This module focuses on appropriate means of communication in academic work. Students will become familiar with the conventions of academic discourse and writing and learn to avoid plagiarism and poor academic practice.

Students will be taught how appropriate software can support their studies in using Microsoft Word for writing their essays and other coursework and Microsoft Excel to present supporting data effectively. Students will also be taught to use PowerPoint to help them raise the quality of their presentations. (It is understood that for many students this will involve going over familiar territory but it is hoped that value will be added to their capabilities and understanding by placing this work squarely in an academic context.)

The students are shown how the computer can be an important tool in their development as independent learners. They are taught the most effective ways to search the Internet for information and of the need for critical evaluation of material sourced there.

The students are also taught how IT can contribute to the learning process and provide a range of ways of communicating information between student and teacher and within the teaching group, whether this be via e-mail, the University's VLE or social media.

Throughout the course students are provided with and encouraged to find for themselves examples of applications of IT skills being acquired within their future fields of specialised study.

Learning Outcomes

Outcome Number	Description
1	Demonstrate a facility with Microsoft Word in producing and enhancing documents and Excel in producing spreadsheets to support their studies.
2	Show a facility in the use of PowerPoint in the preparation and delivery of presentations.
3	Demonstrate an understanding of good academic practice particularly in the contexts of referencing and the avoidance of plagiarism.
4	Use the Internet critically as a research tool and evaluate material accessed in the context of their wider researches.

Learning, Teaching and Assessment Strategy

The module is taught to small classes (max 18) and with a highly interactive approach to learning and teaching, encouraging engagement between students and tutor and amongst themselves. There will be both classroom-based lessons and sessions in a computer lab to focus on the strong practical element to the module. During the module there will be assignments set which are formative in intention and although they do not contribute to students' final assessment, they are used to provide students with detailed and helpful feedback. The students are encouraged throughout to reflect on their own performance and the feedback they receive informs sessions with their personal tutor. The personal tutor monitors student performance, uses sessions to offer suggestions for improvement and can, when there is need, draw the senior team's attention to a struggling student through the 'at risk' process.

The summative assessment consists of an interim test which focuses on research tools, referencing skills and the students' understanding of academic integrity. This takes place mid-way through the module. Throughout the module a number of practical tasks are set the students which allows them to demonstrate their developing digital literacy. The outcomes of these tasks are drawn together into a portfolio which is submitted for grading in the last week of term.

Mode of Assessment			
Type	Method	Description	Weighting
Summative	Classroom test	Interim Test taken half-way through the module	40%
Summative	Coursework - Portfolio/e-portfolio	Portfolio of tasks set during the module	60%

Reading List
To access the reading list for this module, please visit https://bradford.rl.talis.com/index.html

Please note:

This module descriptor has been published in advance of the academic year to which it applies. Every effort has been made to ensure that the information is accurate at the time of publication, but minor changes may occur given the interval between publishing and commencement of teaching. Upon commencement of the module, students will receive a handbook with further detail about the module and any changes will be discussed and/or communicated at this point.

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