

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

Type	Hours
Tutorials	30
Laboratory	30
Directed Study	140

Availability Periods

Occurrence	Location/Period
ONA	College of Banking and Financial Studies, Oman / Semester 1 (Sep - Jan)

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

information (eg letters, spreadsheets, tables), and features for editing and changing the way information is organised.

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

Type	Method	Description	Length	Weighting	Final Assess'
Summative	Coursework	Portfolio of completed coursework that meets specified guidelines for format and completeness		100%	Yes

Legacy Code (if applicable)

Reading List

To view Reading List, please go to [rebus:list](#).