THE UNIVERSITY OF MANCHESTER
Programme Unit Specification

1. GENERAL INFORMATION

Title	Information Technology
Unit code	MATS10022
Credit rating	10
Level	3 (Year-1)
Semester(s)	2
Pre-requisite units	None
Co-requisite units	None
School responsible	Materials (Textiles & Paper Group)
Member of staff responsible	Mr JM Bailey; Dr WR Kennon
Other staff involved	

2. AIMS

The programme unit aims to:

- check and develop basic computer knowledge and skills;
- develop working skills in accessing and use of computers in a textile environment;
- develop understanding and expertise in the use of spreadsheets (Excel), for manufacturing applications and textile operations;
- develop understanding and expertise in the uses of a database and retrieval operations;
- develop skills in the design, creation and management of databases (Access), using a range of examples.
- develop the skills necessary for efficient information retrieval.

3. BRIEF DESCRIPTION OF THE UNIT

Main areas covered:
These will include a range of textile, manufacturing and financial management uses of the main types of commercial software, particularly Microsoft Excel and Access.

4. INTENDED LEARNING OUTCOMES *(include unit-specific and contribution to programme)*

Category of outcome	***On completion of this unit, students should be able to demonstrate:***
Knowledge and understanding	• an satisfactory individual level of knowledge of computers and computer systems; • an understanding of the basics of computer operation, GUIs, operating systems and commercial software (MS Office); • an ability to operate in the electronic society, particularly in respect of textile manufacturing operations

	• an understanding of the importance of information management. (contribution to programme LOs – TA8, TA9
Intellectual skills	• an understanding of the use of specific commercial programs (MSWord); • an understanding of the use of e-mail, network and web systems; • an understanding of the use of spreadsheet programs (Excel), in finance and production control; • an understanding of the use of a relational database program (Access). (contribution to programme LOs – TB7
Practical skills	• improvement of practical keyboard skills; • competence in the use of e-mail, network and web systems; • competence in of using specific commercial programs (MSWord); • competence in using spreadsheet programs (Excel); • competence in the use of a relational database program (Access). (contribution to programme LOs – TC5
Transferable skills and personal qualities	• communication skills; • revival and development of mathematical skills; • appreciation of the role of IT in the modern textile industry; • development of student confidence. (contribution to programme LOs - TD1

5. LEARNING AND TEACHING PROCESSES (*methods of delivery*)

Nominally 24 hours of lectures and computer-based practical work.

6. ASSESSMENT

Assessment task	Length	Weighting within unit (if relevant)
One timed examination One coursework assignment	2 hrs Computer project	50% 50%

Reading list/Resources	• Course booklet, Assorted demonstration files, PowerPoint presentation.

Date of current version	15/08/2008