Study Skills in Higher Education Part A
Level: 1 Credit Value: 10 Module Code: ACE1786
By concentrating on developing the study and presentation skills necessary to gain an academic qualification at a higher educational level, this module is intended to support learners entering higher education for the first time. The focus of the course is on developing skills such as academic writing and oral presentation, note-taking and revision, locating information, and managing deadlines and heavy reading loads. It also emphasises techniques of self-reflection, so that learners can gain a better understanding of their own strengths and weaknesses, and be able to utilise these on other courses of study.

Aims:
The aims of this module are:
• To give students a grounding in the basics of higher education study and presentation skills;
• To develop best practice in academic thought, writing, and verbal exposition;
• To advance skills of critical reflection, so the student can develop independent responsibility for her or his own learning;
• To support and nurture the student's confidence and orientation within higher education to lay the foundations for success at university.

Learning Outcomes:
By the end of this module, a student will be able to demonstrate:
• An awareness of good study practice in higher education;
• Experience of communicating effectively, in both spoken and written academic forms;
• The capacity to critically reflect on her or his own learning and recognise links between different courses of study, and between academic and broader life experiences;
• A recognition of her or his individual strengths as learners, and how these can be put to best use within higher education.

Assessment:
100% course work – a portfolio (90%) and presentation (10%)

Key Reading:

******** OR ********

Learning to Learn On-Line
Level: 1 Credit Value: 10 Module Code: ACE1757
This module concentrates on developing the research and writing skills necessary to gain a higher education qualification. The focus of the module is on the practice of such skills as essay-writing, correct referencing, analysing texts, locating information, and ways to approach heavy reading loads. Also included are activities that encourage students to adopt a critical approach to a variety of disciplines at undergraduate level. A range of subject-specific materials are provided for use in developing skills in critical thinking. The module is primarily delivered online, at the student's own pace, with face-to-face tutorials available upon request.

Aims:
This module aims to
• to give students a grounding in the basis of research and presentation skills.
• to develop students' critical skills by means of practice in analysis of texts
• to ensure students are aware of correct use of academic conventions, such as referencing
• to facilitate transference of skills to all modules undertaken.

Learning Outcomes:
At the end of the module, students will be able to;
• approach assignments with confidence and locate information from a variety of sources
• analyse a variety of different types of texts
• structure arguments and present work correctly
• relate and transfer learned skills to other units on their programme.

Assessment:
100% coursework – a portfolio of work.
Information Resources

Level: 1
Credit Value: 10
Module Code: ACE1742

Restriction(s): Students taking INF01 or any COMU, ECNU, MGTU, or APSU degree programmes are excluded from this module. Prerequisite: Students must be computer literate; have the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives. Excluded module(s): ACE1767

This module aims to introduce students to the wide variety of information resources available globally, to enable them to develop information seeking skills and to understand the issues around information seeking behaviour. A variety of information types and media will be studied and students will learn to develop appropriate evaluation strategies. Students taking this module must be computer literate: having the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives. Internet experience is useful.

Aims:
This unit aims to:
• develop students' information literacy skills
• introduce students to concepts and issues of information seeking behaviour
• develop students' skills in the critical evaluation of information resources

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate:
• a knowledge of a wide variety of information resources and the methods of access
• an understanding of information seeking behaviour
• the ability to plan appropriate search strategies
• the ability to evaluate information resources

Assessment:
70% Coursework  30% Other assessment

Key Reading:

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013  ACE1742
Nowadays, ICT plays a vital part in everyday life. This module is aimed at computer literate students who want to know more about the Internet. Current systems are explained in detail, and include effective ways of searching the Internet, the use of email, discussion groups, file transfer and web authoring. Issues around web resources, accessibility, security and e-commerce are discussed. Extensive hands-on experience helps students become familiar with resources relevant to their own area of studies. This module cannot be taken with ACE1577.

Aims:
This unit aims to:
- familiarise students with current information and communication technologies
- use ICT effectively to support their studies

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate:
- an understanding of the Internet and the World-Wide Web
- the ability to use Internet resources and search tools effectively
- the use of a number of different communication tools such as e-mail and web forums
- the ability to transfer information of different types using a variety of methods
- an understanding of relevant issues such as accessibility, e-commerce, security.

Assessment:
100% Other assessment

Key Reading:


Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on [http://www.shef.ac.uk/library/services/taught.html](http://www.shef.ac.uk/library/services/taught.html)

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Academic session: 2012-2013
Effective Web Page Design

Level: 1  Credit Value: 10  Module Code: ACE1664

Restriction(s): Students taking INF01 or any COMU, MGTU, or APSU degree programmes are excluded from this module.

Prerequisite: ACE1577 or ACE1234 or similar experience is recommended. Excluded: ACE1767

This course introduces students to the principles of visual web page design. Students taking this course must be computer literate and have taken ACE1234 or ACE1577, or have similar Internet experience and a knowledge of basic HTML code. The course covers the skills necessary to produce attractive, visually interesting and functional web pages using Dreamweaver software. Students will become familiar with web authoring techniques and will learn the skills needed to create their own web pages using layout, graphics, and typography as part of an effective overall design.

Aims:
This unit aims to:
• familiarise students with good web page design principles
• equip students with the skills to produce attractive and functional web pages

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate the ability to:
• author functional web pages using a combination of HTML coding and HTML editing software.
• create attractive designs by effective use of layout and web graphics.
• utilize the skills and design knowledge gained to create web pages that look good and work well.

Assessment:
40% Other assessment  60% Project

Key Reading:

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013
Digital SLR Photography

Level: 1  Credit Value: 10  Module Code: ACE1853

Students must be familiar with the basic functionality of their SLR camera and show ability to process images in either Photoshop or Lightroom.

Pre requisite(s): ACE1818 or equivalent knowledge and skills. Excluded: ACE1818

Digital SLR Photography assumes that students have understood and mastered the basics of digital photography, and are competent with Photoshop or Lightroom (Introduction to Digital Photography, ACE 1818, is the pre-requisite module.) This module explores the science of controlling light (natural or artificial) to produce images of good technical quality, the use of software such as Adobe Photoshop to process them, and the art of producing images that are interesting and/or aesthetically pleasing. The module assumes possession of a digital SLR camera. Other equipment - tripod, ‘hot shoe’ flash unit, and one or more additional lenses - is desirable but not essential.

Aims:
This unit aims to
• Provide students with a grounding in the principle means of controlling light to produce well-exposed photographs
• Develop image editing skills
• Impart compositional principles and develop aesthetic sensitivity

Learning Outcomes:
By the end of the unit, a candidate will be able to
• Control exposure through a variety of means to produce technically sound images.
• Use image editing software to prepare images for output.
• Create images according to principles of harmony, contrast, repetition, and simplicity.

Assessment:
50% Other assessment  50% Project

Key Reading:

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the “Library” tab, and “View Library resource lists”; or via the “How can I find my reading lists?” link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013  ACE1853
Web Site Development

Level: 1  Credit Value: 10  Module Code: ACE1765

Restriction(s): Students taking INF01 or any COMU, ECNU, MGTU, or APSU degree programmes are excluded from this module. Students must be computer literate: have the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives. Students must also have a basic knowledge of HTML. Prerequisite: ACE1577 or ACE1234 or similar experience. Excluded: ACE1767

Building on your prior knowledge of creating small web sites, this module introduces the tools and techniques you need to tackle larger web sites. You will start with a practical introduction to the modern web standards built around HTML (such as XML, XHTML and CSS), and the current design challenges facing web designers. You will then learn how to tackle a broad range of these challenges, from simple dynamic web sites to large e-commerce and corporate sites. Students taking this module must be computer literate and must have knowledge of basic HTML coding.

Aims:
This unit aims to
• enable students to acquire the necessary skills to understand and employ current standard web site design techniques
• use the skills acquired effectively in order to support and develop their studies.

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate
• a detailed understanding of the world wide web.
• the skills to use HTML authoring tools quickly and effectively to create a multi media web site.
• an understanding and visual appreciation of web graphics.
• a detailed understanding of web site design and development.

Assessment:
50% Other assessment  50% Project

Key Reading:
No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013
Technical Writing

Level: 1  Credit Value: 10  Module Code: ACE1734

Restriction(s): Students taking any APSU degree programme are excluded from this module.

A practical, hands-on introduction to the effective communication of technical information via the written word. Students will explore the use of traditional ways of transmitting written information such as reports, presentations, instructions, and articles, and the use of more modern methods such as fax, e-mail and interactive media. Familiarity with word-processing is strongly recommended for this module.

Aims:
This unit aims to:
• provide students with the appropriate skills to produce well-written technical documents of various types
• encourage students to approach document writing in a structured way in order to communicate effectively with different audiences
• provide an understanding of ways in which material can be adapted for different forms of written communication.

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate
• competence in writing documents of different types and lengths, for different audiences
• ability to select, plan and prepare material for a range of technical purposes
• an understanding of the requirements for documents for different audiences

Assessment:
2 pieces of writing 20% each  Short text 15%  Project 45%

Key Reading:
No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013  ACE1734
Introduction to Information Handling

Level: 1  Credit Value: 10  Module Code: ACE1741

Restriction(s): Students taking INF01 or any COMU, ECNU, MGTU, or APSU degree programmes are excluded from this module. Excluded module(s): ACE1767

This module introduces students to concepts of information organisation, processing and retrieval in differing environments. Information management and the information society issues will be discussed from the perspective of information needs and use within organisations. Students taking this module must be computer literate: having the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives. Previous experience of the Internet is useful.

Aims:
This unit aims to
• introduce students to concepts of information organisation, processing and retrieval in differing environments
• introduce students to principles of information management
• enhance students understanding of the processes of information provision and retrieval
• assist students with exploring the issues of the 'information society'

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate:
• an understanding of the concepts of information organisation, processing and retrieval and their manifestation in differing environments
• an appreciation of principles of information management
• an understanding of processes involved in information retrieval and the application of such knowledge in information provision for a wide audience.
• knowledge of some of the issues around the concept of the 'information society'

Assessment:
50% Coursework  50% Other assessment

Key Reading:

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Elements of Computing

Level: 1   Credit Value: 20   Module Code: ACE1834

Restriction(s): Students taking INF01 or any COMU, ECNU, MGTU, or APSU degree programmes are excluded from this module. Students must be computer literate: having the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives.

This module aims to provide students with sufficient knowledge of computer systems and their operation to select appropriate systems for differing operational environments. Students will learn how to choose hardware and software, and to construct a simple computer network. Current developments in the area of IT will be studied and issues around strategic IT decision making in organisations will be discussed.

Aims:
This unit aims to
- provide students with a basic knowledge of computer hardware, software, operating systems, and network technologies
- provide students with knowledge to enable them to make appropriate computer choices within an organisational context
- equip students with an understanding of current computer developments
- introduce students to appropriate strategies for problem-solving in IT

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate
- an understanding of computer hardware, software, operating systems, and network technologies.
- the ability to select appropriate hardware and software for differing situations.
- an understanding of current developments in computing.
- a structured approach to problem-solving and trouble-shooting in IT.

Assessment:
100% Other assessment

Key Reading:
No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013
Introduction to Access Databases

Level: 1  Credit Value: 10  Module Code: ACE1269

Restriction(s): Students taking INF01 or any COMU, ECNU, MGTU, or APSU degree programmes are excluded from this module.

Prerequisite: Students must be computer literate: have the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives.

This course is for students who are computer-literate but who have no experience with Microsoft Access. Databases are a means of organising data into useable, structured information. This course will introduce participants to techniques of organising and processing data in a variety of ways, and is conducted as a "hands on" workshop on using the Microsoft Access database package. The course will enable students to acquire and practice all the techniques necessary to allow them to plan, create and interrogate databases. Familiarity with Microsoft Excel is recommended for this module.

Aims:
This unit aims to
• develop students' basic understanding of the creation and use of databases.
• introduce students to the functions of the Microsoft Access database software
• develop students' skills in the use of Microsoft Access.

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate
• accurate and appropriate operation of Access.
• input and manipulation of data in Access
• an understanding of records and fields
• creation of databases, tables and queries, forms and reports.
• use of calculations in databases

Assessment:
50% Coursework  50% Project

Key Reading:

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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This module introduces students to concepts of information organisation, processing and retrieval in differing environments. Information management and the information society issues will be discussed from the perspective of information needs and use within organisations. Students taking this module must be computer literate: having the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives. Previous experience of the Internet is useful.

**Aims:**
This unit aims to

- introduce students to concepts of information organisation, processing and retrieval in differing environments
- introduce students to principles of information management
- enhance students understanding of the processes of information provision and retrieval
- assist students with exploring the issues of the 'information society'

**Learning Outcomes:**
By the end of the unit, a candidate will be able to demonstrate:

- an understanding of the concepts of information organisation, processing and retrieval and their manifestation in differing environments
- an appreciation of principles of information management
- an understanding of processes involved in information retrieval and the application of such knowledge in information provision for a wide audience.
- knowledge of some of the issues around the concept of the 'information society'

**Assessment:**
50% Coursework  50% Other assessment

**Key Reading:**

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on [http://www.shef.ac.uk/library/services/taught.html](http://www.shef.ac.uk/library/services/taught.html)

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Academic session: 2012-2013
Technical Writing

Level: 1  Credit Value: 10  Module Code: ACE1734

Restriction(s): Students taking any APSU degree programme are excluded from this module.

A practical hands-on introduction to the effective communication of technical information via the written word. Students will explore the use of traditional ways of transmitting written information such as reports, presentations, instructions, and articles, and the use of more modern methods such as fax, e-mail and interactive media. Familiarity with word-processing is strongly recommended for this module.

Aims:
This unit aims to:
- provide students with the appropriate skills to produce well-written technical documents of various types
- encourage students to approach document writing in a structured way in order to communicate effectively with different audiences
- provide an understanding of ways in which material can be adapted for different forms of written communication.

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate
- competence in writing documents of different types and lengths, for different audiences
- ability to select, plan and prepare material for a range of technical purposes
- an understanding of the requirements for documents for different audiences

Assessment:
2 pieces of writing 20% each  Short test 15%  Project 45%

Key Reading:
No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013  ACE1734
Getting Started with Research

This module provides you with the opportunity to develop the knowledge and skills gained from other modules and to engage in a small-scale piece of academic research. The aim is to introduce you to the research process and to encourage the development of self-directed learning skills. Teaching is structured around a number of group tutorials spread across the academic year.

Aims
This module aims to:
- provide students with the opportunity to develop the knowledge and skills gained from other modules and to engage in a small-scale piece of research;
- introduce students to the research process and encourage the development of self-directed learning skills;
- provide students with the opportunity to pursue an academic project of particular personal interest or significance;
- provide students with confidence in their ability to engage in academic research.

Learning Outcomes
By the end of the module, a student will be able to demonstrate:
- an understanding of the research process;
- the ability to identify a research topic and formulate their own title;
- the ability to conduct a literature search;
- the ability to engage in a small-scale piece of academic research;
- the ability to produce a sustained academic argument in relation to their chosen research area.

Assessment
1000 word report on literature search (25%), 2500 word project (60%), 500 word reflective commentary (15%)

Key Reading

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Creative Photoshop 1

Level: 1
Credit Value: 20
Module Code: ACE1819

Restriction(s): Students taking any COMU, MGTU, or APSU degree programmes are excluded from this module. Students must be computer literate i.e. have the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives etc.

Students are introduced to computer graphics through the creative use of Adobe Photoshop. They will gain an understanding of digital image theory including topics such as resolution, colour modes, and alpha channels, taking a detailed look at the tools, palettes and menus in Photoshop. The course emphasises the creative use of Photoshop, and as the course progresses the students will acquire the skills and knowledge necessary to use the software creatively to produce a portfolio of original work. Students taking this module must be computer literate and should have an interest in the creative arts.

Aims:
This unit aims to
- offer an overview of current creative practice in the field of bitmap and vector image production and editing.
- promote competence in digital image manipulation using Adobe Photoshop software.
- develop skills in the creative use of the software
- demonstrate an understanding of the relevant theoretical and practical issues in the context of digital imaging

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate the ability to
- demonstrate technical knowledge and understanding of the digital processes.
- create and manipulate digital images.
- use Adobe Photoshop software to produce original and creative work.
- critically discuss relevant theoretical and practical issues in the context of creative digital imaging.

Assessment:
20% Coursework 80% Other assessment

Key Reading:
No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013  ACE1819
Introduction to Desktop Publishing

Level: 1  Credit Value: 10  Module Code: ACE1716

Restriction(s): Students taking any COMU, ECNU, or APSU degree programmes are excluded from this module. Students must be computer literate i.e., have the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives. They should also be competent with Microsoft Word. Excluded module(s): ACE1767, ACE1706.

Desktop publishing software enables easy manipulation of text and pictures to produce enhanced publications, reports, brochures, newsletters, business stationery, calendars etc. The module introduces students to desktop publishing through Microsoft Publisher, using Publisher tools to create appealing layouts and effects. Students are expected to be computer literate and also familiar with Microsoft Word before beginning this course.

Aims:
This unit aims to familiarise students with the facilities provided by Microsoft ‘Publisher’ and other software which they can use to combine text and pictures to enhance the presentation of their university work or to produce reports, brochures, posters etc for a variety of purposes. The topics emphasised during this course will have particular relevance to Illustrators who may wish to present their own artwork in new ways. It will extend the range of their work, present new possibilities and aspects of design and give them transferable skills relevant for future employment.

Learning Outcomes:
By the end of the unit, a candidate will be able to
• demonstrate familiarity with the tools of Microsoft Publisher software and their purpose.
• demonstrate the ability to use scanners, CDs, floppy disks etc. alongside Publisher software
• produce different types of publication combining text and pictures
• manipulate text and pictures in a number of ways to produce appropriate effects.

Assessment:
30% Other assessment  70% Project

Key Reading:
No key reading has been identified.

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013  ACE1716
Web Site Development

Level: 1  Credit Value: 10  Module Code: ACE1765

Restriction(s): Students taking INF01 or any COMU, ECNU, MGTU, or APSU degree programmes are excluded from this module. Students must be computer literate: have the ability to use a PC and Windows, common software such as word-processors, and be able to copy to/from different disc drives. Students must also have a basic knowledge of HTML.

Prerequisite: ACE1577 or ACE1234 or similar experience. Excluded: ACE1767

Building on your prior knowledge of creating small web sites, this module introduces the tools and techniques you need to tackle larger web sites. You will start with a practical introduction to the modern web standards built around HTML (such as XML, XHTML and CSS), and the current design challenges facing web designers. You will then learn how to tackle a broad range of these challenges, from simple dynamic web sites to large e-commerce and corporate sites. Students taking this module must be computer literate and must have knowledge of basic HTML coding.

Aims:

This unit aims to

• enable students to acquire the necessary skills to understand and employ current standard web site design techniques
• use the skills acquired effectively in order to support and develop their studies.

Learning Outcomes:

By the end of the unit, a candidate will be able to demonstrate

• a detailed understanding of the world wide web.
• the skills to use HTML authoring tools quickly and effectively to create a multi media web site.
• an understanding and visual appreciation of web graphics.
• a detailed understanding of web site design and development.

Assessment:

50% Other assessment  50% Project

Key Reading:

No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013

ACE1765
Digital SLR Photography

Level: 1  Credit Value: 10  Module Code: ACE1853

Students must be familiar with the basic functionality of their SLR camera and show ability to process images in either Photoshop or Lightroom.

Pre requisite(s): ACE1818 or equivalent knowledge and skills. Excluded: ACE1818

Digital SLR Photography assumes that students have understood and mastered the basics of digital photography, and are competent with Photoshop or Lightroom (Introduction to Digital Photography, ACE 1818, is the pre-requisite module.)  This module explores the science of controlling light (natural or artificial) to produce images of good technical quality, the use of software such as Adobe Photoshop to process them, and the art of producing images that are interesting and/or aesthetically pleasing. The module assumes possession of a digital SLR camera.  Other equipment - tripod, `hot shoe’ flash unit, and one or more additional lenses - is desirable but not essential.

Aims:
This unit aims to

•  Provide students with a grounding in the principle means of controlling light to produce well-exposed photographs
•  Develop image editing skills
•  Impart compositional principles and develop aesthetic sensitivity

Learning Outcomes:
By the end of the unit, a candidate will be able to

•  Control exposure through a variety of means to produce technically sound images.
•  Use image editing software to prepare images for output.
•  Create images according to principles of harmony, contrast, repetition, and simplicity.

Assessment:
50% Other assessment   50% Project

Key Reading:

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013
This unit builds on the foundations laid by the Level 1 unit, Getting Started with Research. The unit aims to equip you with the skills, knowledge and critical awareness needed to conduct a substantial piece of academic research (e.g. Independent Research Project, Dissertation). The unit will familiarise you with a range of methods frequently used by academic researchers, provide you with the skills and awareness needed to engage critically with data presented by other researchers, and encourage you to reflect on a number of issues, for instance, ethics and objectivity - central to the research process.

Aims

This unit aims to:

• familiarise students with a range of research methods
• provide students with critical statistical awareness
• encourage students to reflect on ethical and philosophical issues related to the research process
• equip students with the skills, knowledge and critical awareness needed to conduct a substantial piece of academic research

Learning Outcomes

By the end of the unit, a candidate will be able to demonstrate:

• a familiarity with, and understanding of, various research methods
• the statistical awareness needed to engage critically with data presented by others
• an awareness of some of the ethical and philosophical issues related to the research process
• the capacity to conduct a substantial piece of academic research

Assessment

4000 word portfolio (100%)

Key Reading


Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the “Library” tab, and “View Library resource lists”; or via the “How can I find my reading lists?” link on http://www.shef.ac.uk/library/services/taught.html

Contact: Angi Johnson 0114 222 7022  a.m.johnson1@sheffield.ac.uk
Website Design and Maintenance

Level: 2  Credit Value: 20  Module Code: ACE2356

Restriction(s): Students taking INFO1 or any COMU, ECNU, MGTU or ASPU degree programmes are excluded from this module. Students must be computer literate and have a working knowledge of HTML coding.

Pre requisite(s): ACE1234 or equivalent knowledge and experience. Excluded: ACE2357.

This module provides a general introduction to the skills necessary for setting up and maintaining a website. Topics studied include interactions between browsers, the web and the individual, the HTTP protocol, HTML standards and semantic mark-up, design techniques such as CSS, layout, typography, accessibility and usability, and the effective use of graphics and colours. An introduction to scripting is also included. Students should already have taken ACE1234 or have a working knowledge of HTML coding.

Aims:
This unit aims to:
• provide in-depth understanding of the key concepts that govern the Internet
• develop the skills necessary to create and manage a small web site/
• enable students to use the World-Wide web as an efficient tool for business and
Communication

Learning Outcomes:
By the end of the unit, a candidate will be able to demonstrate
• an understanding of key web concepts and knowledge of the appropriate standards
• the skills necessary for the creation and management of an effective web site
• fluency in the use of standardised HTML (HTML4, XHTML)
• an understanding of advanced concepts and their usefulness in the web site design process

Assessment:
60% Other assessment  40% Project

Key Reading:
No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

Contact:  Maria Baldam  0114 222 7023  m.baldam@sheffield.ac.uk

Academic session: 2012-2013  ACE2356
Independent Research Project

Level: 2  Credit Value: 20  Module Code: ACE2372

Prerequisite: None

In this unit, you undertake a small-scale piece of independent research relevant to your degree programme. You are expected to formulate your own research topic, define a research question, formulate a research strategy to identify relevant resources, engage with these resources, and write a well-structured extended essay together with reflective commentary. One-to-one tutorial support is provided by a supervisor, whose role is to provide guidance and constructive, formative feedback. The module prepares you for further independent study and your dissertation, although, to avoid self-plagiarism, you are not permitted to choose the same topic for this module and your dissertation.

Aims:

This unit aims to:

- help the student to draw on their existing knowledge, skills and experience to undertake independent research
- develop the student’s ability to formulate, clarify, and pursue their own research question
- support the student’s abilities in independent study and project management
- develop the student’s capacity to reflect on their research activities and processes
- prepare the student for further independent inquiry

Learning Outcomes:

By the end of the unit, a candidate will be able to demonstrate the ability to:

- draw on their existing knowledge, skills and experience to undertake independent research;
- formulate, clarify, and pursue their own research question
- manage their workload and research process to complete their research in a timely manner
- construct an extended academic argument in a relevant area of their programme of study
- reflect on their research activities and processes

Assessment:

2 Essays; one 90% the other 10%

Key Reading:

No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

Contact: Angi Johnson  0114 222 7022  a.m.johnson@sheffield.ac.uk

Academic session: 2012-2013  ACE2372
Website Scripting

Level: 2  Credit Value: 20  Module Code: ACE2357

Restriction(s): Students taking INFO1 or any COMU, ECNU, MGTU or ASPU degree programmes are excluded from this module. Students must be computer literate and have a working knowledge of HTML coding, plus knowledge or experience of web server maintenance and the UNIX operating system; and awareness of programming languages.

Pre requisite(s): ACE2356 or equivalent knowledge and experience.

This module follows on from ACE2356, providing comprehensive coverage of skills necessary for setting up and maintaining a web site. Both server-side (PHP5) and client-side scripting (JavaScript) are taught, covering access to databases, interactive manipulation of web pages, data validation, pre-processing of data, and dynamic update of web page components. Advanced techniques, such as transparent database access, SQL, XML data handling, HTTP sessions, data validation, the document-object model, and dynamic response to customer enquiries are included. Server configuration is also covered. Students should have prior knowledge or experience of web server maintenance, knowledge of UNIX; and awareness of programming languages.

Aims:

This unit aims to provide

• an understanding of the limitations of HTTP and static websites, and how to overcome them
• an understanding of interactive, database-driven websites, including the need for data validation, and techniques for achieving it
• an awareness of the importance of standard formats for data transfer
• knowledge of scripting languages and the importance of rigorous design in script programming

Learning Outcomes:

By the end of the unit, a candidate will be able to demonstrate

• an understanding of web programming concepts
• the ability to construct an interactive website
• awareness of issues in data transfer
• knowledge and understanding of scripting languages and an understanding of programming design issues
Assessment:

20% Coursework  80% Other assessment

Key Reading:

Brown, C. E., Spaanjaars, I. & Marks, T. Beginning Dreamweaver MX 2004; 2004; Wiley, Indianapolis

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

Contact: Maria Baldam  0114 222 7023  m.baldam@sheffield.ac.uk
Using and Designing Databases

This module will cover the skills necessary to be able to produce or modify a simple database system. Emphasis will be given to the analysis of any existing manual storage and to the proper design of the underlying data tables. Students will learn the basics of how to use Microsoft Access to implement a database and its user interface. Students taking this course must have taken ACE1269 or have equivalent experience.

Aims:
- Overall competence using a relational database.
- Thorough understanding and familiarity with the functions of Microsoft Access.
- Competence in database design.
- An understanding of the issues relating to relational database design.

Learning Outcomes:
- Demonstrate an understanding of relational databases, including Microsoft Access
- Demonstrate an understanding of the principles of database design
- Produce a relational database using Microsoft Access

Assessment:
60% Coursework  40% Other Assessment

Key Reading:

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

Contact: Maria Baldam  0114 222 7023  m.baldam@sheffield.ac.uk

Academic session: 2010-2011
Students will study the application of the law as it related to Information and Communication Technology (ICT) and digital information. Topics covered will include Freedom of Information, Data Protection, Copyright, Intellectual Property Rights, Health and Safety, Disability, law and the Internet.

Aims:
- Introduce students to the main laws concerning ICT practitioners.
- Examine issues around the application of such laws to ICT.

Learning Outcomes:
- Familiarity with the main laws concerning ICT practitioners.
- Understanding of how the law is applied in practice.
- Awareness of the main sources of legal information appropriate to ICT.

Assessment:
2 Exams 20% each  Coursework 60%

Key Reading:
No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html
A Geographical Information System (GIS) is software that is used for storing, retrieving and analysing spatial data. This module introduces students to the principles behind GIS and its application in the world. Students will gain experience in capturing suitable data and using the GIS system to query, analyse and display that data. Central to this will be an understanding of the complexities of selecting, mapping and recording a dataset and the decision making process that this entails.

- **Aims:**
  - Provide students with an understanding of the principles of GIS
  - Provide students with an understanding of spatial data and issues around its capture, processing and analysis
  - Assist students to consider the application of GIS in the real world
  - Develop students’ ability to produce effective graphical representations of spatial data

- **Learning Outcomes:**
  - Describe and apply the principles of GIS
  - Demonstrate critical understanding of spatial data and issues around its capture, processing and analysis
  - Consider the context of GIS in the real world
  - Produce effective graphical representations of spatial data

- **Assessment:**
  1200 word essay (30%); practical task with accompanying documentation (10%) ; portfolio (60%)

- **Key Reading:**

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013  ACE2141
Dissertation 1 (ITO)

Level: 3  Credit Value: 10  Module Code: ACE3060G

Restriction(s): This is restricted to students on the ACEU80G programme.
Pre requisite(s): ACE2336. Excluded: ACE3061G

The dissertation is an opportunity for the student to carry out in-depth, independent, practical research into a topic within the broad area of IT, ultimately producing an extended piece of writing for Dissertation 2 (ACE3061G). Dissertation 1 is the formal proposal for the project in which they should clearly explain the rationale for the project and its background, produce a plan of project activities, proposed methodologies, methods of analysis, and assess its viability. The specific research topic is selected by the student, with guidance from the tutor.

Aims:

This unit aims to:
• provide the opportunity for students to undertake independent, practical research in an area of IT of their choosing
• encourage students to clearly articulate their ideas regarding the topic of the dissertation and its rationale.
• ensure students understand the research process and are able to take appropriate steps to propose a detailed plan for the research.
• give students the ability to formulate in writing a clear design and structure for the research project as a whole.

Learning Outcomes:

By the end of the unit, a candidate will be able to demonstrate:
• an understanding of the steps required for independent, practical research in IT.
• clear articulation of their ideas regarding the topic of the dissertation and its rationale.
• understanding of the research process, including the selection of appropriate source materials, methodologies, and analyses relevant to the work, and are able to produce a viable plan
• the ability to formulate in writing a clear design and structure for the research project as a whole.

Assessment:

100% Project

Key Reading:


Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

Contact: Maria Baldam  0114 222 7023  m.baldam@sheffield.ac.uk
Dissertation 2 (ITO)

Level: 3  Credit Value: 30  Module Code: ACE3061G

Prerequisite(s): ACE3060G  Excluded: ACE3060G

The dissertation is the research project of the degree, representing the student's ability to produce an extended piece of work arising from independent study. The content of the dissertation will vary from student to student, and it will either be in the area of a particular discipline on the degree, or it will take an inter-disciplinary approach. All dissertation topics will involve the use of a broad range of appropriate source material. The dissertation will reflect an in-depth study in one or more of the subjects covered by the degree and enable students to demonstrate critical and analytical sophistication.

Aims:

This unit aims to:
• promote understanding of the process of a practical research project.
• fully engage the student in independent study
• ensure the student can plan and carry out a project in a timely manner
• produce a completed 10,000 word dissertation in accordance with scholarly practice.

Learning Outcomes:

By the end of the unit, a candidate will be able to demonstrate:
• engagement in the research processes around a practical IT project
• engagement in extended independent study
• completion of a research project according to scholarly practice and within the allocated time
• the production of a completed 10,000 word dissertation in accordance with scholarly practice

Assessment:

100% Project

Key Reading:


Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

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Academic session: 2012-2013  ACE3061G
Students must be IT-literate and already have some experience of social networking e.g. Facebook, YouTube.

The web now plays an important part in people's lives but it is a constantly changing phenomenon. In this module, students will explore the rise of digital cultures, the development of Web 2.0, and their impact on society; specifically we will investigate social networking and virtual spaces as new modes of communication. The whole is set within a critical framework that investigates how these new media are impacting on how we live our lives today. The module takes an Inquiry-Based Learning approach, using a process of self-directed inquiry and research methodology supported by seminars and tutorials.

**Aims:**

This unit aims to:
- investigate the place and transformational role of technology in cultural, political and social contexts
- examine, through practical exploration, the issues and possibilities of social networks, virtual worlds and virtual spaces
- establish a critical and theoretical framework for the investigation of these digital cultures
- enhance students' research and presentation skills in digital technologies
- help the student to draw on their existing knowledge, skills and experience to undertake research, either individually or as part of a team.

**Learning Outcomes:**

By the end of the unit, a candidate will be able to
- understand some of the issues and impacts of digital cultures in contemporary society
- analyse the issues implicit in this technology, particularly virtual worlds and virtual spaces
- discuss critically social networking and virtual worlds
- demonstrate enhanced research and presentation skills using appropriate digital
- use knowledge, skills and experience obtained from their studies to either complete an individual research project or to contribute to a group project

**Assessment:**

40% Project 40% Presentation 20% Other assessment

**Key Reading:**

No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on [http://www.shef.ac.uk/library/services/taught.html](http://www.shef.ac.uk/library/services/taught.html)

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Academic session: 2012-2013
Individual Research Review in IT

Level: 3  Credit Value: 10  Module Code: ACE3238

Restriction(s): Restricted to students registered on ACEU80G programme. Prerequisite(s): ACE2336

Students will select a topic in the information technology area and review the recent research and development of this topic, as evidenced in the published literature. They will also be encouraged to use other media, such as the Internet, and compare and contrast the reporting of the topic.

Aims:

This unit aims to

- develop an understanding of the process of dissemination of research findings
- increase critical skills through the review of selected published material
- promote knowledge of the chosen topic
- develop awareness of the range of material available

Learning Outcomes:

By the end of the unit, a candidate will be able to:

- demonstrate knowledge and understanding of the chosen topic
- critique the published literature and other sources of information
- understand the process of research dissemination and to reflect this understanding in written work

Assessment:

100% Coursework

Key Reading:

No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

Contact: Maria Baldam  0114 222 7023  m.baldam@sheffield.ac.uk

Academic session: 2012-2013  ACE3238
Research in Learning and Teaching

Level: 3  Credit Value: 10  Module Code: ACE3247

Restriction(s): Open to TILL named award students only.

Students will have the opportunity to undertake a small supervised research project into aspects of learning and teaching. The specific research question will be developed with guidance from the supervisor and the student will be expected to work either individually or as part of a research team. The module aims to develop many of skills necessary for successful research such as project planning and management, formulation of research strategies, data collection and analysis, and dissemination of results.

Aims:

This unit aims to:

- help the student to draw on their existing knowledge, skills and experience to undertake research into learning and teaching, either individually or as part of a team
- develop the student’s ability to plan and formulate a research strategy
- develop skills in problem-solving and project management, and independent study
- develop skills in data collection, analysis and dissemination

Learning Outcomes:

By the end of the unit, a candidate will be able to demonstrate:

- the ability to use knowledge, skills and experience obtained from their studies to either complete an individual research project or to contribute to a group project
- the ability to formulate an appropriate research strategy
- skills in personal research, self-directed learning, problem solving and project management
- skills in data collection, analysis and dissemination

Assessment:

Other assessment 100%

Key Reading:


Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html

Contact: Maria Baldam 0114 222 7023 m.baldam@sheffield.ac.uk

Academic session: 2012-2013  ACE3247
This module will develop knowledge and understanding of project management principles, methodologies, and tools, along with an exploration of the human factors involved. Topics will include planning, risk analysis, contracts and costing, and project initiation and execution.

Aims:

This unit aims to:

- introduce students to Project Management methodology and systems
- introduce students to Project progress and control
- introduce students to commercial aspects of Project Management.

Learning Outcomes:

By the end of the unit, a candidate will be able to:

- apply appropriate project management methodology and tools, and to critically evaluate their effectiveness.
- recognise the importance of Project scope for Project development and to apply and analyse different methods of project appraisal and justification.
- apply and analyse various control techniques for managing project finance and schedules
- recognise how human relationships and communication factors influence the progress of a project.
- evaluate and analyse the impact of project change.

Assessment:

25% Coursework  75% Other assessment

Key Reading:

No key reading has been identified

Students who are already registered with TILL and who have a valid UCard can access full reading lists for modules before they begin. They do so either via MUSE, under the "Library" tab, and "View Library resource lists"; or via the "How can I find my reading lists?" link on http://www.shef.ac.uk/library/services/taught.html