



Module Descriptor

Title	It Skills Ifp		
Session	2025/26	Status	
Code	LDND06004	SCQF Level	6
Credit Points		ECTS (European Credit Transfer Scheme)	2010
School	Business and Creative Industries		
Module Co-ordinator	Attahir Abubakar		
Summary of Module			
This module has been designed to introduce students to the IT skills required to undertake study within higher education.			
The module will cover areas such as basic word processing, the use of spreadsheets to analyse business data and presentation software to assist in business presentations			

Module Delivery Method	On-Campus¹ ☐		Hybrid² ☒		Online³ ☐		Work -Based Learning⁴ ☐
Campuses for Module Delivery	☐ Ayr ☐ Dumfries		☐ Lanarkshire ☒ London ☐ Paisley		☐ Online / Distance Learning ☐ Other (specify)		
Terms for Module Delivery	Term 1	☒	Term 2	☒	Term 3	☒	
Long-thin Delivery over more than one Term	Term 1 – Term 2	☐	Term 2 – Term 3	☐	Term 3 – Term 1	☐	

¹ Where contact hours are synchronous/ live and take place fully on campus. Campus-based learning is focused on providing an interactive learning experience supported by a range of digitally-enabled asynchronous learning opportunities including learning materials, resources, and opportunities provided via the virtual learning environment. On-campus contact hours will be clearly articulated to students.

² The module includes a combination of synchronous/ live on-campus and online learning events. These will be supported by a range of digitally-enabled asynchronous learning opportunities including learning materials, resources, and opportunities provided via the virtual learning environment. On-campus and online contact hours will be clearly articulated to students.

³ Where all learning is solely delivered by web-based or internet-based technologies and the participants can engage in all learning activities through these means. All required contact hours will be clearly articulated to students.

⁴ Learning activities where the main location for the learning experience is in the workplace. All required contact hours, whether online or on campus, will be clearly articulated to students

Learning Outcomes	
L1	Use word processing to communicate and present solutions to a specified business task.
L2	Use spreadsheets to provide solutions to a specified business task
L3	Use presentation software
L4	
L5	

Employability Skills and Personal Development Planning (PDP) Skills	
SCQF Headings	During completion of this module, there will be an opportunity to achieve core skills in:
Knowledge and Understanding (K and U)	SCQF 6 Understanding the basic IT skills required to undertake a higher education programme.
Practice: Applied Knowledge and Understanding	SCQF 6 Apply learning in a range of coursework assessments, and demonstrate understanding through process of interaction in classroom-based tutorials.
Generic Cognitive skills	SCQF 6 Presenting and self-reflection
Communication, ICT and Numeracy Skills	SCQF 6 Using a range of communication methods and information technology
Autonomy, Accountability and Working with Others	SCQF 6 Group work and independent study; carrying out independent research and information gathering

Prerequisites	Module Code	Module Title
	Other	
Co-requisites	Module Code	Module Title

Learning and Teaching	
In line with current learning and teaching principles, a 20-credit module includes 200 learning hours, normally including a minimum of 36 contact hours and maximum of 48 contact hours.	
Learning Activities During completion of this module, the learning activities undertaken to achieve the module learning outcomes are stated below:	Student Learning Hours (Note: Learning hours include both contact hours and hours spent on other learning activities)
Laboratory / Practical Demonstration / Workshop	40

Asynchronous Class Activity	20
Independent Study	140
Please select	
Please select	
Please select	
TOTAL	200

Indicative Resources

The following materials form essential underpinning for the module content and ultimately for the learning outcomes:

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Wilson, K (2018). Essential Office 365 Third Edition: The Illustrated Guide to Using Microsoft Office. Elluminet Press.

Microsoft on-line teaching materials.

(N.B. Although reading lists should include current publications, students are advised (particularly for material marked with an asterisk*) to wait until the start of session for confirmation of the most up-to-date material)

Attendance and Engagement Requirements

In line with the [Student Attendance and Engagement Procedure](#), Students are academically engaged if they are regularly attending and participating in timetabled on-campus and online teaching sessions, asynchronous online learning activities, course-related learning resources, and complete assessments and submit these on time.

For the purposes of this module, academic engagement equates to the following:

It is expected that students will attend all scheduled classes or participate with all delivered elements and submit all assessments as part of their engagement with their programme of study.

Equality and Diversity

The University's Equality, Diversity and Human Rights Procedure can be accessed at the following link: [UWS Equality, Diversity and Human Rights Code](#).

Necessary adjustment can be made to serve the specific needs of students with special learning needs. For instance, the lesson materials could be provided in advance or in accessible format if needed.

(N.B. Every effort will be made by the University to accommodate any equality and diversity issues brought to the attention of the School)

Supplemental Information

Divisional Programme Board	Marketing, Innovation, Tourism Events
Overall Assessment Results	☐ Pass / Fail ☒ Graded
Module Eligible for Compensation	☐ Yes ☐ No If this module is eligible for compensation, there may be cases where compensation is not permitted due to

	programme accreditation requirements. Please check the associated programme specification for details.
School Assessment Board	Marketing, Innovation, Tourism & Events
Moderator	Selman Tetik
External Examiner	K Strong
Accreditation Details	NA
Module Appears in CPD catalogue	☐ Yes ☒ No
Changes / Version Number	1.2

Assessment (also refer to Assessment Outcomes Grids below)
Assessment 1
MS Word Processing Assignment
Assessment 2
MS Excel and Chart Analysis Assignment
Assessment 3
(N.B. (i) Assessment Outcomes Grids for the module (one for each component) can be found below which clearly demonstrate how the learning outcomes of the module will be assessed. (ii) An indicative schedule listing approximate times within the academic calendar when assessment is likely to feature will be provided within the Student Module Handbook.)

Component 1							
Assessment Type	LO1	LO2	LO3	LO4	LO5	Weighting of Assessment Element (%)	Timetabled Contact Hours
Case study	☒	☐	☐	☐	☐	40	

Component 2							
Assessment Type	LO1	LO2	LO3	LO4	LO5	Weighting of Assessment Element (%)	Timetabled Contact Hours
Case study	☐	☒	☒	☐	☐	60	

Component 3							
Assessment Type	LO1	LO2	LO3	LO4	LO5	Weighting of Assessment Element (%)	Timetabled Contact Hours
	☐	☐	☐	☐	☐		
Combined total for all components						100%	hours

Change Control

What	When	Who
Module Coordinator, Moderator, and External Examiner	13/02/2024	A Abubakar
Updated Student Attendance and Engagement Procedure	13/02/2024	A Abubakar
Updated UWS Equality, Diversity and Human Rights Code	13/02/2024	A Abubakar
Updated assessment components from 3 to 2	21/02/2025	A Abubakar