Year of entry: 2021/22

Programme Specification

1	**Awarding body**	University of London
2	**Teaching Institution**	**Birkbeck College**
3	**Programme Title(s)**	**Cert HE Information Technology**
4	**Programme Code(s)**	INFTE-H
5	**UCAS code**	N/A
6	**Home Department**	Computer Science & Information Systems
7	**Exit Award(s)**	Certificate of Continuing Education
8	**Duration of Study (number of years)**	2 years
9	**Mode of Study**	Part Time
10	**Level of Award (FHEQ)**	4
11	**Other teaching depts or institution**	NA
12	**Professional, Statutory Regulatory Body(PSRB) details**	NA
13	**QAA Benchmark Group**	NA

14	**Programme Rationale & Aims**
	• To equip students with a comprehensive and up-to-date portfolio of skills in the areas of Information Technology that will enable them to maximize their employability in the IT technology sectors. • To provide students with the opportunities to put skills and knowledge into practice in a work-related context. • To enhance the employability of graduates by providing them with a range of transferable skills applicable to the work environment. • To prepare students for study at higher levels through the teaching of an extensive range of academic skills. • To provide students with the Personal Development Planning tools that will enable them to actively seek and gain employment in the IT and related sectors. • To provide all of the above through face-to-face, evening or weekend study.

15	**Entry Criteria**
	No formal entry requirements. However, good numeracy and literacy skills are required, as well as good keyboard and basic computer skills, such as the European Computer Driving Licence (ECDL). Some modules have prerequisites, which students must meet before they can undertake the module.

16	**Learning Outcomes**

Subject Specific:

1. Developing and demonstrating the use of IT applications in the following areas:
    - Knowledge and understanding of a range of IT and Internet applications.
    - Web site design and authoring and programming skills.
    - Database design and development.

Intellectual:

1. Undertaking critical analysis of information that may be incomplete or include abstract concepts;
2. Analysing problems, proposing and implementing solutions and critically evaluating the result;
3. Identifying and formulating learning needs and planning learning;
4. Extracting and evaluating relevant and important information from various media including the internet;
5. Defining, documenting and managing user requirements;
6. Reflecting on general principles revealed through practical exploration of specific tools, techniques and methods applied within a case study.

Practical:

1. Effective information-retrieval skills (including the use of browsers, search engines and catalogues);
2. Designing and developing websites using a range of technologies, for example: HTML5, XML, ASP, Javascript, PHP;
3. Designing and developing databases using a range of technologies: MySQL;
4. Designing systems for accessibility;
5. Designing usable systems.

Personal and Social

1. Communicating effectively using different media: email, threaded discussions, conferencing;
2. Managing time and working to deadlines;
3. Self-directed learning skills: Learning how to learn in the context of rapidly changing technologies, tools, techniques and methods;
4. Maintaining Learning Log to record problems encountered, results of analysis, sources of information and advice, potential solutions tested, final solution implemented and lessons learned;
5. Working effectively in virtual teams;
6. Writing concisely;
7. Self study skills – searching for and extracting information from a variety of sources including presentations, internet searches, e-zines, generic on-line tutorials, application Help and in-built tutorials.

17	**Learning, teaching and assessment methods**

Teaching and learning methods have been selected that contribute to the development of academic knowledge and understanding, practical IT skills and the ability to function effectively in a vocational context. They include:

- Lab-based practical instruction
- Experiential learning in an work-related setting
- Class-based lectures/instruction
- Class-based seminars

Approaches to teaching and learning methods that foster the development of competent IT professionals will also be employed. These will include group work, problem-based learning, discovery-based learning and independent self-study. In addition, teaching and learning will have a strong focus on the world of work throughout. Students will be taught about the IT industry, about IT roles, professionalism, and finding employment.

Teaching and learning will provide contextualised study support for students at the point of need. This will be achieved by integrating Personal Development Planning (PDP) and study skills elements into the teaching and learning materials of selected programme modules (e.g. Fundamentals of IT)

Teaching will take place both synchronously (in classrooms) and asynchronously through a Virtual Learning Environment. The digital, asynchronous element will give students flexible access to learning materials, and promote learner independence and IT literacy.

Students must obtain 120 credits.

Assessment classification:

- Distinction: >= 70%
- Merit: >=60% & < =69%
- Pass: >=40% & <=59%
- Fail: <=39%

Assessment methods:

Assessment is determined by the nature of the materials and skills of each module within the Programme. Assessment methods will include: written and or oral examination; written coursework; presentation based coursework; group based coursework; In class quiz/test; portfolio

The nature of the coursework and the balance between coursework and examinations is determined by the nature of the learning outcomes for the module. All but one module will be assessed 100% by coursework in a ratio of 25% for a mid-module, formative assignment and 75% for a final, summative assignment. The Problem Solving for Programming module will be examined by a combination of examination (60%) and coursework (40%) in a ratio appropriate to the learning outcomes of the module being taught.

18	**Programme Description**

For Certificate of Higher Education in Information Technology:

Note that each module is worth 15 credits

Year 1 - Certificate of Continuing Education in IT Applications

Students complete any 4 of the following modules, which have to be in line with the prerequisites for each module

Introduction to Web Authoring (Level 4 NQF) -- SSCS004H4

	Advanced Web Authoring (Level 5 NQF) --BUCI051H5 Fundamentals of Information Technology (Level 4 NQF) --COIY067H4 Introduction to Database Technology (Level 4 NQF) --COIY068H4 Problem Solving for Programming (Level 4 NQF) --BUCI006H4 JavaScript (Level 5 NQF) --SSCS019H5 Web Data using XML, JSON and AJAX (Level 5 NQF) --SSCS018H5 Web Programming using PHP (Level 5 NQF) --SSCS025H5 Building Web Applications using MySQL and PHP (Level 5 NQF) --SSCS023H5 Mobile Application Development (Level 5 NQF) – BUCI044H5 Students can opt to exit after successful completion of year 1 with a Cert CE in IT applications. ***Year 2 - Certificate of Higher Education in Information Technology*** After completing the four modules for year 1 students have the option of studying 4 additional modules (from the above list) to gain the Cert HE in Information Technology - again the chosen modules need to be in line with the prerequisites.

19	**Programme Structure**			
Cert HE Information Technology - Part-time programme – 2 years				
Year 1				
Level	**Module Code**	**Module Title**	**Credits**	**Status***
4/5		Option 1	15	Optional
4/5		Option 2	15	Optional
4/5		Option 3	15	Optional
4/5		Option 4	15	Optional
Year 2				
Level	**Module Code**	**Module Title**	**Credits**	**Status***
4/5		Option 5	15	Optional
4/5		Option 6	15	Optional
4/5		Option 7	15	Optional
4/5		Option 8	15	Optional
Options list:				
Level	**Module Code**	**Module Title**	**Credits**	**Status***
4	SSCS004H4	Introduction to Web Authoring	15	Option
5	BUCI051H5	Advanced Web Authoring	15	Option
5	COIY067H4	Fundamentals of Information Technology	15	Option
4	COIY068H4	Introduction to Database Technology	15	Option
4	BUCI006H4	Problem Solving for Programming	15	Option
5	SSCS019H5	JavaScript	15	Option
5	SSCS018H5	Web Data using XML, JSON and AJAX	15	Option
5	SSCS025H5	Web Programming using PHP	15	Option

5	SSCS023H5	Building Web Applications using MySQL and PHP	15	Option
5	BUCI044H5	Mobile Application Development	15	Option

Note students completing the programme after 2022/3 can additionally take the following modules towards this Cert HE, because of the discontinuation of several of the above modules from 2023/4.

Level	Module Code	Module Title	Credits	Status*
4	COIY016H4	Systems Analysis and Design	15	Optional
5	BUCI036H5	Computer Networking	15	Optional
5	COIY042H5	E-business	15	Optional
5	BUCI086H5	Professional Issues in Computing	15	Optional
5	BUCI066H5	Software Engineering I	15	Optional

Status*

CORE – Module must be taken and passed by student; COMPULSORY – Module must be taken, mark can be reviewed at sub-exam board; OPTIONAL – Student can choose to take this module

23	**Programme Director**	Dr. Tingting Han
24	**Start Date *(term/year)***	2008/9
25	**Date approved by TQEC**	Spring 2008
26	**Date approved by Academic Board**	Summer 2008
27	**Date(s) updated/amended**	March 2016 (6 Dec 2024 & 28 Apr 2023 – additional modules added due to withdrawals from 2023/4)