Module Title:	Information Technology
Language of Instruction:	English

Credits:	10

NFQ Level:	6

Module Delivered In	11 programme(s)

Teaching & Learning Strategies:	The learning outcomes will be achieved through the following teaching methodologies; Computer Practicals – students will learn the fundamentals of computer use including various computer application packages in computer practical classes by means of case studies etc., Lectures - communication of knowledge and ideas from the lecturer to the student, E-Learning – the module will be supported with online learning materials, and Self-Directed Independent Learning – the emphasis on independent learning will develop a strong and autonomous work and learning practices.

Module Aim:	The aim of this module is to provide the students with basic computer applications skills (e.g. spreadsheet, word processing, internet/email and presentations software) and information technology knowledge that can be used in other subject areas within the programme.

Learning Outcomes
On successful completion of this module the learner should be able to:

LO1	Demonstrate the ability to use MS Excel at an introductory level.
LO2	Demonstrate the ability to use features of MS Word at an introductory level.
LO3	Demonstrate the ability to design and create presentations using MS PowerPoint.
LO4	Produce a work standard project integrating MS Word, MS Excel and MS PowerPoint.
LO5	Demonstrate an understanding of the theory topics of Information Technology

Pre-requisite learning
Module Recommendations *This is prior learning (or a practical skill) that is recommended before enrolment in this module.*
No recommendations listed
Incompatible Modules *These are modules which have learning outcomes that are too similar to the learning outcomes of this module.*
No incompatible modules listed
Co-requisite Modules
No Co-requisite modules listed
Requirements *This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.*
No requirements listed

Module Content & Assessment

Indicative Content

Introduction to the PC
Introduction to the Operating System environment. File Management. Email, sending e-mails, address book, netiquette. Browsing the internet, including searching and finding information. Using Blackboard and MS Teams.

Word Processing Software
Insert, modify and move text, symbols and special characters, apply and modify text formats, correct spelling and grammar usage, apply font and text effects, styles, paragraph formats, tabs, headers and footers, columns, tables, printing options, inserting images and mail merge.

Spreadsheet Software:
Create Spreadsheets and understanding worksheets. Functions e.g. Sum, Maximum, Minimum, Date, Lookup, If, Average, etc. Relative v Absolute Referencing. Sorting and Filtering. Creating and modifying Charts.

Presentation Software
Create presentations. Insert and edit text-based content, tables, charts and diagrams, pictures, shapes and graphics, objects. Format text-based content, pictures, shapes and graphics, slides. Apply animation schemes and slide transitions. Work with templates and slide master. Preview and print slides, outlines, handouts and speaker notes. Set up slide shows.

Information Technology Theory:
Computer Hardware: Computer Hierarchy, Input and Output Technologies, Central Processing Unit, Computer Memory. Computer Software: Systems Software, applications Software, Programming Languages, Software Issues. Databases and Database Management Systems: Data Hierarchy, Database Design, Database Management Systems, Relational Database model. Telecommunications and Networks: Telecommunications system, types of Networks, Network fundamentals. The Internet and the World Wide Web: History of the Internet, the World Wide Web, Internet, Intranet, Extranet, new models of using the Internet etc. Protecting your Information Assets: Behavioural actions to protect your information assets, computer-based actions to protect your information assets, wireless security.

Assessment Breakdown	%
Continuous Assessment	30.00%
Project	70.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Examination	In-class examinations, MCQ tests/projects/essays throughout the year.	5	30.00	n/a

Project

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Project	Mini-projects based around a common theme that tests learners' knowledge and application of computing software techniques.	1,2,3,4	70.00	n/a

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time		
Workload Type	*Frequency*	*Average Weekly Learner Workload*
Lecture	12 Weeks per Stage	2.00
Practicals	12 Weeks per Stage	4.00
Independent Learning	15 Weeks per Stage	11.87
	Total Hours	250.00

Workload: Part Time		
Workload Type	*Frequency*	*Average Weekly Learner Workload*
Lecture	12 Weeks per Stage	1.00
Practicals	12 Weeks per Stage	2.00
Independent Learning	15 Weeks per Stage	14.27
	Total Hours	250.00

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_DPCCS_B	Bachelor of Arts (Honours) in Content Creation and Social Media	1	Mandatory
CW_BBSMC_B	Bachelor of Arts (Honours) in Sport Management and Coaching	1	Mandatory
CW_BHCPR_B	Bachelor of Arts (Honours) Public Relations and Media	1	Mandatory
CW_BHCPR_D	Bachelor of Arts in Public Relations and Media	1	Mandatory
CW_BBSOC_D	Bachelor of Arts in Sport Coaching and Business Management (Football)	1	Mandatory
CW_BBGAA_D	Bachelor of Arts in Sport Coaching and Business Management (GAA)	1	Mandatory
CW_BBRUG_D	Bachelor of Arts in Sport Coaching and Business Management (Rugby)	1	Mandatory
CW_BBSBC_D	Bachelor of Arts in Sport, Business and Coaching	1	Mandatory
CW_BBDMA_B	Bachelor of Science (Honours) in Digital Marketing with Analytics	1	Mandatory
CW_BBDMA_D	Bachelor of Science in Digital Marketing with Analytics	1	Mandatory
CW_BBSBC_B	Bachelor or Arts (Honours) in Sport, Business and Coaching	1	Mandatory