

Module Title:	Information Technology
Language of Instruction:	English
Credits:	5
NFQ Level:	6
Module Delivered In	No Programmes
Teaching & Learning Strategies:	Lectures Information technology practicals Practicals Private study
Module Aim:	The aims of the module are: (1) to introduce students to information and communication technology.
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	to create, edit and print a variety of word processing, database and spreadsheet documents and to prepare a PowerPoint slide presentation;
LO2	to communicate effectively in a modern technical environment;
LO3	to touch type when using a keyboard
LO4	to describe the main features of a computer system and the use of computer software as engineering and communication tools;
LO5	to search the Internet and extract relevant data.
Pre-requisite learning	
Module Recommendations	
<i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
Incompatible Modules	
<i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements	
<i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
No requirements listed	

Module Content & Assessment

Indicative Content
(1) Communication Skills (2 hours lectures, 2 hours practicals) a) Written communication formats and protocols (letters, memos, reports and graphical presentations). b) Using Email
(2) Computers (4 hours lectures) (a) Overview of the main components in a computer system. (b) Understanding a computer specification. (c) The file management system.
(3) Typing Skills (12 hours practicals) (a) Touch typing practice to achieve a target speed of 25 wpm
4) Word Processing Software (8 hours lectures 8 hours practicals) Title bar, menu bar, Tool bar etc.; Insert, modify and move text, symbols and special characters, Apply and modify text formats and effects, Correct spelling and grammar usage, Enter and format Date and Time, Styles, Paragraph formats, Tabs, Bullets and Numbering, Headers and Footers, Page Formats, Page Numbers, Columns, Layouts, Tables, Printing options, Images / Graphs / Charts, Diagrams, Equations, Mail Merge.
5) Spreadsheet Software (7 hours lectures 7 hours practicals) Create Spreadsheets, worksheets, Number and Text formats, Using formulae with numbers and cell references, Functions e.g. Sum, Maximum, Minimum, Date, Lookup, If, Average, Trigonometrical functions etc., Borders, Alignment, Conditional Formatting, Sorting and Filtering. Creating and modifying Charts. Printing,
6) Presentation Software (3 hours lectures 3 hours practicals) 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.
(7) The Internet (2 hours lectures, 2 hours practicals) (a) The World Wide Web, URLs, Links and Web browsers. (b) Finding information on the Web.

Assessment Breakdown	%
Continuous Assessment	30.00%
Practical	70.00%

Continuous Assessment				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Other	No Description	1,2,3,4	30.00	n/a

No Project

Practical				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Practical/Skills Evaluation	No Description	1,2,3,4,5	70.00	Sem 1 End

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		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Every Week	1.00
Practicals	Every Week	1.00
Estimated Learner Hours	Every Week	2.00
Total Hours		4.00

