| Module Title: | Information Technology 1 |
|---|---|
| Language of Instruction: | English |

| Credits: | 10 |
|---|---|

| NFQ Level: | 6 |
|---|---|

| Module Delivered In | No Programmes |
|---|---|

| 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 on-line 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 student's with basic computer applications skills (e.g. spreadsheet, word processing, database, internet / email and presentations software) and information technology knowledge that can be used in other subject areas in first year and in later years. |
|---|---|

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

| LO1 | Manage files and use the basic features of an operating system including email and the Internet. |
|---|---|
| LO2 | Use various computer applications packages at an introductory level e.g. Wordprocessing, Spreadsheet, Database, presentation software and create and modify a range of business documents. |
| LO3 | Describe the basic principles of computer hardware, software, database and database management systems, telecommunications and networking, internet and world wide web and how to protect your information assets. |

| Pre-requisite learning |
|---|
| **Module Recommendations**<br>*This is prior learning (or a practical skill) that is recommended before enrolment in this module.* |
| No recommendations listed |
| **Incompatible Modules**<br>*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**<br>*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 Personal Computer and Typing Skills:**<br>Introduction to the Operating System environment. File Management. Email, sending e-mails, address book, distribution lists, netiquette Internet including searching and finding information. |
| **Word Processing Software:**<br>Insert, modify and move text, symbols and special characters, Apply and modify text formats, Correct spelling and grammar usage, Apply font and text effects, Enter and format Date and Time, Styles, paragraph formats, Tabs, Headers and Footers, Columns, Layouts, Tables, Printing options, Images / Graphs / Charts, Mail Merge. |
| **Spreadsheet Software:**<br>Create Spreadsheets, worksheets, 3 Dimensional Worksheets. Functions e.g. Sum, Maximum, Minimum, Date, Lookup, If, Average, etc. What if v Goal Seeking. Relative v Absolute Referencing. Sorting and Filtering. Creating and modifying Charts. |
| **Presentation Software:**<br>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. |
| **Database Software:**<br>Table Design: field properties, lookup wizard, validation rule, validation text, input text, relationships. Form Design: command buttons, calculated fields, images and labels, tab order, field properties. Queries: Insert criteria, calculated fields, sorting, show option, parameter queries, grouping queries, make-table queries, delete table queries. Reports: Format reports, sorting, header / footer, insert date function, labels, add and modify report control properties; modify report layout and page setup. Use of Switchboards. Application of databases to typical sporting scenarios. |
| **Information Technology Theory:**<br>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% |
| Practical | 70.00% |

| Continuous Assessment | | | | |
| --- | --- | --- | --- | --- |
| Assessment Type | Assessment Description | Outcome addressed | % of total | Assessment Date |
| Other | In class examinations / MCQ tests / projects / essays throughout the year | 3 | 30.00 | n/a |

| No Project |
| --- |

| Practical | | | | |
| --- | --- | --- | --- | --- |
| Assessment Type | Assessment Description | Outcome addressed | % of total | Assessment Date |
| Practical/Skills Evaluation | In class practical exams / MCQ tests / projects throughout the year | 1,2 | 70.00 | n/a |

| No End of Module Formal Examination |
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**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 | 30 Weeks per Stage | 1.00 |
| Practicals | 30 Weeks per Stage | 2.00 |
| Estimated Learner Hours | 30 Weeks per Stage | 3.67 |
| | Total Hours | 200.00 |