

<b>Module Title:</b>	Information Technology
<b>Language of Instruction:</b>	English
<b>Credits:</b>	10
<b>NFQ Level:</b>	6
<b>Module Delivered In</b>	No Programmes
<b>Teaching &amp; Learning Strategies:</b>	Practical labs, case studies, lectures
<b>Module Aim:</b>	This module introduces students to the uses of IT for business environments and the applications that support business administration.
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Describe key areas of computing basics
LO2	Examine the uses of IT for business environments
LO3	Use a presentation-authoring tool to create a customised presentation with multimedia elements.
LO4	Create various documents using a word processing application
LO5	Using statistical and data applications, calculate formulas, function and queries to present information
<b>Pre-requisite learning</b>	
<b>Module Recommendations</b> <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
<b>Incompatible Modules</b> <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
<b>Co-requisite Modules</b>	
No Co-requisite modules listed	
<b>Requirements</b> <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
<b>Describe key areas of computing basics</b> Hardware, software, networks, internet, searching, safety, GDPR, file management, storage, cloud computing, creative IT
<b>Uses of IT for business environments</b> Uses of IT to support business elements. Business communication.
<b>Word Processing</b> Introduction to word processing. Formatting text/paragraphs/documents. long documents. Table of Contents. References. Styles. Hyperlinking/Bookmarks. Navigation Pane. Collaborating on Documents. Review. Cloud document services . Working with PDFs
<b>Spreadsheets</b> Introduction to spreadsheets. Formatting options. Sorting and filtering. Multiple sheets. Formulas. Charts
<b>Presentation tools</b> Introduction to presentation tools. Best practice design and layout for presentations. Formatting options. Customised presentations. Animation and transitions.

Assessment Breakdown	%
Continuous Assessment	100.00%

Continuous Assessment				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Practical/Skills Evaluation	Represent findings on a topic on computing basics and uses of IT using various applications	1,2	25.00	n/a
Practical/Skills Evaluation	Create a presentation using key skills learned	3	25.00	n/a
Practical/Skills Evaluation	Create various documents covering key word processing skills	4	25.00	n/a
Case Studies	Complete assignments in spreadsheet and database applications	5	25.00	n/a

No Project
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No Practical
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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**

<b>Workload: Full Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Laboratory	30 Weeks per Stage	3.00
Independent Learning	30 Weeks per Stage	3.67
Total Hours		200.00

<b>Workload: Part Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Laboratory	Every Week	1.50
Independent Learning	Every Week	3.00
Total Hours		4.50

