

TECH C1805: Information Technology

Module Title:: Information Technology English English Credits::: I Module Data:: Important Signame (Signame (Signam						
Credits: 10 NFQ Level: 6 Module Delivered In 11 programme(s). Taeching & Learning The learning outcomes will be achieved through the following teaching methodologies: Computer application packages in computer application classes by means or 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 methodologies: Computer application packages in computer application classes by means or 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 metricita, and SEI-Directed Independent Learning - the emphasis on independent tearning 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 application skills (e.g. spreadsheet, word processing, internetiemail and presentations software) and information technology knowledge that can be used in other subject areas within the programme. Learning Outcomes The aim of this module is to provide the students with basic computer application skills (e.g. spreadsheet, word processing, internetiemail and presentations software) and information technology knowledge that can be used in other subject areas within the programme. Loa Demonstrate the ability to use MS Excel at an introductory level. L01 Demonstrate the ability to use features of MS Word, MS Excel and MS PowerPoint. L03 Demonstrate an underistanding of the theory topics of Information Technolo	Module Title:		Information Technology			
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 - students will learn the fundamentals of computer use including various computer application packages in - students will learn the fundamentals of computer use including various computer application packages in - students will learn the fundamentals of computer subject areas will be achieved through the module will be supported with online learning materials, and Sel-Directed Independent Learning – the emphasis on independent learning will develop a strong and autonomous work and learning practices. Module Alm: 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 Demonstrate the ability to use MS Excel at an introductory level. L01 Demonstrate the ability to use fatures of MS Word at an introductory level. L03 Demonstrate the ability to use fatures of MS Word, MS Excel and MS PowerPoint. L04 Produce a work standard project integrating MS Word, MS Excel and MS PowerPoint. L05 Demonstrate an understanding of the theory topics of Information Technology Pre-requisite modules isted Incompatible Modules	Language of Instruction:		English			
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 imense of case studies etc., Lectures - communication of knowledge and ideas from the lecture to the student, E-Learning – the emphasis on independent Learning – the emphasis on independent learning in materials, and Sel-Directed Independent Learning – the emphasis on independent learning in materials, and Sel-Directed Independent Learning – the emphasis on independent learning in word processing, internet/email and presentations software) and information technology knowledge that can be used in other subject areas within the programme. Learning Outcomes 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 The aim 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, MS Excel and 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 Module Recommendations This is prior learning (or a practical skill) that is recommended before enrolment in this module. No incompatible Modules These are modules which have learning outcomes t	Credits:	10				
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 imense of case studies etc., Lectures - communication of knowledge and ideas from the lecture to the student, E-Learning – the emphasis on independent Learning – the emphasis on independent learning in materials, and Sel-Directed Independent Learning – the emphasis on independent learning in materials, and Sel-Directed Independent Learning – the emphasis on independent learning in word processing, internet/email and presentations software) and information technology knowledge that can be used in other subject areas within the programme. Learning Outcomes 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 The aim 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, MS Excel and 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 Module Recommendations This is prior learning (or a practical skill) that is recommended before enrolment in this module. No incompatible Modules These are modules which have learning outcomes t						
Taeching & Learning The learning outcomes will be achieved through the following teaching methodologies: Computer Practicals - estudents will learn the fundamentals of computer use including various computer applications packages in computer practical classes by means of case studies etc. Lectures - communication of knowledge and ideas from the student. E-tearning - the emphasis on independent learning will develop a strong and autonomous work and learning practices. Module Aim: The isam of this module is to provide the students. E-tearning - the emphasis on independent learning will develop a strong and autonomous work and learning practices. Module Aim: The sim of this module is to provide the students with basic computer applications skills (e.g. spreadsheet, word processing, intermeternal and presentations software) and information technology knowledge that can be used in other subject areas within the programme. LO1 Demonstrate the ability to use MS Excel at an introductory level. LO2 Demonstrate the ability to use fastures 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. LO4 Demonstrate an understanding of the theory topics of Information Technology Pre-requisite Information area is a similar to the learning outcomes of this module. No recompatible Modules The isaming outcomes that are too similar to the learning outcomes of this module. N	NFQ Level:	NFQ Level: 6				
Strategie: - students will learn the fundamentals of computer use including various computer application packages in computer practical cases 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 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: L01 Demonstrate the ability to use features of MS Word at an introductory level. L03 Demonstrate the ability to design and create presentations using MS PowerPoint. L04 Produce a work standard project integrating MS Word, MS Excel and MS PowerPoint. L05 Demonstrate an understanding of the theory topics of Information Technology No recommendations This is prior learning outcomes that are too similar to the learning outcomes of this module. No	Module Delivered In		11 programme(s)			
word processing, internet/email and presentations software) and information technology knowledge that can be used in other subject areas within the programme. Learning OUTCOMES Demonstrate the ability to use MS Excel at an introductory level. L01 Demonstrate the ability to use MS Excel at an introductory level. L02 Demonstrate the ability to use features of MS Word at an introductory level. L03 Demonstrate the ability to design and create presentations using MS PowerPoint. L04 Produce a work standard project integrating MS Word, MS Excel and MS PowerPoint. L05 Demonstrate an understanding of the theory topics of Information Technology Pre-requisite Image: Compatible Modules Tris is prior learning (or a practical skill) that is recommended before enrolment in this module. No recommendations Image: State are modules which have learning outcomes that are too similar to the learning outcomes of this module. No incompatible modules isted Image: State Modules Co-requisite modules listed Requirements No Co-requisite modules listed Image: State Modules is encompatible for a practical skill) that is mandatory before enrolment in this module is allowed.			– 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			
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. LO4 Produce a work standard project integrating MS Word, MS Excel and MS PowerPoint. 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 listed Requirements This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.	Module Aim:		word processing, internet/email and presentations software) and information technology knowledge that can			
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 listed No incompatible modules listed No co-requisite modules listed Requirements No Co-requisite modules listed Requirements The arming (or a practical skill) that is mandatory before enrolment in this module is allowed.	Learning Outcomes					
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.	On successful comple	tion of t	his module the learner should be able to:			
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 listed No Co-requisite modules listed Requirements This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.	LO1 Demons	strate th	e ability to use MS Excel at an introductory level.			
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 No Co-requisite modules listed Requirements This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.	LO2 Demons	Demonstrate the ability to use features of MS Word at an introductory level.				
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.	LO3 Demons	Demonstrate the ability to design and create presentations using MS PowerPoint.				
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.	LO4 Produce	a work	standard project integrating MS Word, MS Excel and MS PowerPoint.			
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.	LO5 Demons	Demonstrate an understanding of the theory topics of Information Technology				
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.	Pre-requisite learnin	9				
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.			ctical skill) that is recommended before enrolment in this module.			
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 recommendations	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.			e learning outcomes that are too similar to the learning outcomes of this module.			
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 incompatible modules listed					
Requirements This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.	Co-requisite Modules					
This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.	No Co-requisite modules listed					
No requirements listed						
	No requirements listed					



TECH C1805: Information Technology

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



TECH C1805: Information Technology

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
lead as	10.11/	4.00

		VVOIKIOAd
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