

Module Title:	Information Technology 1
Language of Instruction:	English
Credits:	10
NFQ Level:	6
Module Delivered In	No Programmes
Teaching & Learning Strategies:	<p>The learning outcomes detailed above will be achieved through the following teaching methodologies: • Lectures - communication of knowledge and ideas from the lecturer to the student. • Practical Exercises/Labs – students will work on practical tasks to develop their skills in the use of information technology tools. • Class Discussion/Debate - Students will be encouraged to actively participate in the class sessions which will develop their analytical and communication skills. Case studies may be used in class as well as mini-project assignments based on the impact of new and emerging technologies on the areas of Communications and Public relations. • E-Learning – It is envisaged that the module will be supported with on-line learning materials. • Self-Directed Independent Learning – the emphasis on independent learning will develop strong and autonomous work and learning practices.</p>
Module Aim:	<p>The module aims to develop the essential information technology skills for supporting the students' needs in other business subjects. Students will learn the Windows environment, email and the Internet, as well as applications for Word Processing, Spreadsheets and Presentations. A further aim will be to integrate communication skills, requiring students to make a professional standard presentation.</p>
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Utilise the main features of an operating system.
LO2	Utilise the main features of the college email system and employ web searching techniques for sourcing information on the Internet
LO3	Use and apply word processing software to an intermediate level.
LO4	Use and apply spreadsheet software to an intermediate level.
LO5	Create presentations for business purposes and present them using presentation software.
LO6	Explain the basic principles of computer hardware, software and networking.
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

Basic Practical Computing

Introduction to the Windows environment; working with files and folders, including saving, copying, moving, renaming, and deleting. Introduction to college email system; creating, retrieving and reading mail; replying to, forwarding and deleting mail; signatures and attachments; creating and using address books and distribution lists; introduction to the internet; development of web searching skills; referencing material sourced online

Practical Word Processing

Creating and saving documents; printing documents; editing and formatting text; formatting paragraphs; laying out a document-margins, orientation, columns, page background; inserting headers and footers; replacing text; using comments, symbols, equations and text boxes; check spelling and grammar; using bullets and numbering; using simple tables; sorting data; working with columns; creating formatting and managing illustrations (images, shapes, SmartArt and Charts);

Practical presentation

Creating and saving presentations; printing presentations; designing presentations; working with text; proofing content; working with pictures and multimedia; working with charts; viewing presentations; sharing presentations; making a professional presentation

Practical Spreadsheets

Introduction to spreadsheets; spreadsheet formulas; spreadsheet functions; formatting cells as numbers, text, currency etc; formatting worksheets for clear presentation; sorting spreadsheet data; introduction to IF functions; introduction to Lookup functions inserting, deleting and formatting cells, rows and columns; conditional formatting; fill-in series; headers and footers; page layout and setting print area; basic spreadsheet charts;

Introduction to information Technology

o Hardware o Computer Hierarchy o Input and Output o Computer Memory o Secondary Storage o Communications Equipment. o Software o Systems Software o Types of Operating System o Applications Software o Custom vs Off-the Shelf Packages o Windows-based applications o File management o Software Issues . o Telecommunications o Communications media o Protocols / standards and interfaces o Types of networks. o The Internet and the Web o History of the Internet, the WWW o Intranets o Protecting Information Assets o Behavioural methods of keeping data safe o Computer-based methods of protecting data

Assessment Breakdown	%
Continuous Assessment	15.00%
Practical	85.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Other	In class examination of IT theory.	6	15.00	Week 15

No Project

Practical

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Practical/Skills Evaluation	Practical/Skills Evaluation of Operating system, e-mail & Internet search	1,2	10.00	Week 3
Practical/Skills Evaluation	Practical/Skills Evaluation of Word Processing & Spreadsheets	3	20.00	Week 13
Practical/Skills Evaluation	Practical/Skills Evaluation of Spreadsheets	4	20.00	Week 21
Practical/Skills Evaluation	Practical/Skills Evaluation of Word Processing	3	20.00	Week 23
Practical/Skills Evaluation	Practical/Skills Evaluation of Presentations	5	15.00	Week 29

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>
Contact Hours	15 Weeks per Stage	1.00
Practicals	30 Weeks per Stage	2.00
Estimated Learner Hours	30 Weeks per Stage	3.00
Total Hours		165.00

