

<b>Module Title:</b>	Computer Applications
<b>Credits:</b>	5
<b>NFQ Level:</b>	6
<b>Module Delivered In</b>	No Programmes
<b>Teaching &amp; Learning Strategies:</b>	Lectures - communication of knowledge and ideas from lecturer to student. Lab sessions - communication of knowledge by demonstration from the lecturer to the student. Problem Solving Exercises - student will work both individually and as part of a team to resolve various computer applications tasks/ scenarios. E-Learning - the module will be supported with online learning materials. Self-Directed Independent Learning - the emphasis on independent learning will develop strong and autonomous work and learning practices.
<b>Module Aim:</b>	The aim of this subject is to introduce the student to the theory of hardware, software and telecommunications. In addition the student will be introduced to File Management, the college email system, Word processing and Spreadsheet skills.
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Demonstrate understanding of the the theory topics Hardware, Software and Telecommunications.
LO2	Perform a range of skills at beginners level in File Management, WordProcessing, SpreadSheets and the college email system.
<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>Hardware</b> Introduction; Computer hierarchy; Input and output technologies; CPU
<b>Software</b> Software issues; Systems Software; Application software
<b>Telecommunications</b> The telecommunication system; cables; protocols; topologies
<b>Introduction to Excel</b> Introduction to spreadsheets; spreadsheet formulas; spreadsheet functions; linking data in worksheets; spreadsheet charts; sorting spreadsheet data; introduction to IF functions; introduction to LOOKUP functions
<b>Introduction to Word</b> Introduction to Microsoft Word; creating and saving documents; printing documents; editing and formatting text; formatting paragraphs; formatting pages; proofing documents; using bullets and numbers; creating tables and charts; styles; using building blocks; using mail merge; sorting data; working with columns
<b>File Management</b> Introduction to the Windows environment; using Windows Explorer and My Computer for working with files and folders; including saving, copying, moving, renaming and deleting
<b>Email</b> Introduction to the college email system; creating, retrieving and reading mail; replying to, forwarding and deleting mail; attachments; creating and using address books and contact lists.
<b>PowerPoint</b> Introduction to PowerPoint; 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

Assessment Breakdown	%
Continuous Assessment	100.00%

Continuous Assessment				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Multiple Choice Questions	n/a	1	25.00	Week 19
Examination	n/a	2	75.00	Week 28

No Project

No Practical

No End of Module Formal Examination

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	Every Week	3.00
Independent Learning Time	Every Week	1.50
Total Hours		4.50

<b>Workload: Part Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Every Week	0.75
Independent Learning Time	Every Week	3.25
Total Hours		4.00

