

Module Title:	Information Technology
Language of Instruction:	English
Credits:	10
NFQ Level:	6
Module Delivered In	No Programmes
Teaching & Learning Strategies:	Practical labs, case studies, lectures
Module Aim:	This module introduces students to the uses of IT for business environments and the applications that support business administration.
Learning Outcomes	
<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
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
Describe key areas of computing basics Hardware, software, networks, internet, searching, safety, GDPR, file management, storage, cloud computing, creative IT
Uses of IT for business environments Uses of IT to support business elements. Business communication.
Word Processing 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
Spreadsheets Introduction to spreadsheets. Formatting options. Sorting and filtering. Multiple sheets. Formulas. Charts
Presentation tools 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

No Practical

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>
Laboratory	30 Weeks per Stage	3.00
Independent Learning	30 Weeks per Stage	3.67
Total Hours		200.00

Workload: Part Time		
<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

