

# 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					
<b>Requirements</b> 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