

Module 6: Information Technology Skills

Stage								1
Semester								2
Module Title								Information Technology Skills
Module Number								6
Module Status								Mandatory
Module NFQ level								6
Pre-Requisite Module Titles								N/A
Co-Requisite Module Titles								N/A
Capstone Module?								No
List of Module Teaching Personnel								
Contact Hours					Non-contact Hours		Total Effort (hours)	
34					66		100	
Lecture	Practical	Tutorial	Seminar	Assignment	Placement	Independent Work		
24		10		26		40	100	
Allocation of Marks (Within the Module)								
	Continuous Assessment	Project	Practical	Final Examination			Total	
Percentage Contribution	100%						100%	

Intended Module Learning Outcomes

On successful completion of this module, the learner will be able to:

1. Demonstrate essential skills in the application of the key components of information technology
2. Select appropriate IT skills to facilitate their educational and professional development.
3. Describe how IT concepts shape the business environment
4. Demonstrate advanced practical skills in the most common office applications such as MS word, MS Excel, MS PowerPoint and MS Access.

Module Objectives

The objectives of this module are, to outline the role of IT and IS processes so as to enable business learners to understand their importance and to show how they can be effectively utilised to the benefit of an organisation. The module also seeks to enable the learners to develop practical IT skills which are an essential component of the modern business environment. Finally it seeks to develop the learners' understanding of general IT concepts to see how they can be used in the business world

Module Curriculum

Role of IT in business and related Information systems applications

- Relationship between IT and business
- What are Information systems?
- Types of information systems
- Business applications as Information systems
- Information systems security

Internet

- Business email in Practice
- Browsers and search engines
- Successful web browsing and effective search techniques
- Networks

Databases

- Introduction to databases
- How is a database used
- Database objects
- How to design and create a database
- Implementing a database

Business and Office applications

Microsoft Access

- Introduction to setting up a database
- Database objects
- Tables
- Queries
- Forms
- Reports
- Relationships

Microsoft Excel

- Spreadsheet terminology and useful tips
- Spreadsheet formatting including conditional formatting
- Spreadsheet formulae including advanced financial functions
- Lookup functions and Pivot Tables for analysing data
- Spreadsheet tools to aid managerial decision making including what if scenario modelling and Goal seeking tools
- Advanced Spreadsheet charts and other useful objects
- Spreadsheet layout and printing for the efficient manager
- Working with multiple spreadsheets and linking them together

Microsoft PowerPoint

- Uses of PowerPoint
- Designing a presentation
- Building a presentation

- Using the master slide
- Enhancing a presentation with advanced animation
- Running the presentation and advanced options while presenting

Microsoft Word

- Creating and editing a word document
- Formatting a word document including advanced formatting
- Use of tables in word
- Use of SmartArt tools
- Styles and setting up a table of contents
- Inserting objects in a word document
- Advanced features
- Linking word with other applications

Reading lists and other learning materials

Ralph Stair, George Reynolds (2013) *Fundamentals Course Technology, Inc.; of Information Systems* (2013)

Beth Melton, Mark Dodge, Echo Swinford, Ben Schlorr *Microsoft Office Home and Student 2013 Step by Step* Microsoft Press
ProProfs <http://www.proprofs.com/>

Module Learning Environment

The physical environment is a traditional classroom and computer labs however a blended approach is taken to allow learners to apply their skill in a practical manner.

Moodle is used extensively to provide class notes, exercises, activities and real life case studies. Learners are stimulated by other online exercises and quizzes which the learner can continue on outside the module. Learners are encouraged to view and contribute to blogs, wikis and forums which expand their learning outside of class time. The lab time in particular encourages learners to be self-directed, to manage their own learning and to help them find the information they really need.

Module Teaching and Learning Strategy

This module is taught using a combination of demonstration by the lecturer in a classroom setting and team work where learners support each other in completing worksheets and exercises. Formative feedback is provided as the lecturer moves through the room or computer lab. Learners also learn from each other and through group presentations of work on a regular basis. Learning is enhanced through practical applications of the coursework.

Module Assessment Strategy

100% of the marks are allocated to coursework which is designed to ensure that learners understand the principles and concepts as presented in the lectures.

The allocation of marks within the coursework component is as follows:

30% for IT assignment one (Microsoft word and IS)

35% for IT assignment two (Excel)

35% for IT assignment three (Access and PowerPoint combined)