3 Module 3

6. 3.1. Information Technology

Module title	Information Technology
Module NFQ level (only if an NFQ level can be demonstrated)	6
Module number/reference	AT03
Parent programme(s)	Bachelor of Arts (Honours) in Accounting and Finance
Stage of parent programme	Stage 1
Semester (semester1/semester2 if applicable)	Semester 1
Module credit units	ECTS
Module credit number of units	10
Duration of the module	One Academic Semester, 12 Weeks Teaching.
Average (over the duration of the module) of the contact hours per week	6

Analysis of required learning effort									
Effort while in contact with staff									
Classroom and demonstrations		**Mentoring and small-group tutoring**		**Other (specify)**		**Directed e-learning (hours)**	**Independent learning (hours)**	**Other hours (specify)**	**Work-based learning hours of learning effort**	**Total effort (hours)**
Hours	Minimum ratio teacher/learner	Hours	Minimum ratio teacher/learner	Hours	Minimum ratio teacher/learner					
48	1:20					24	178			250

Allocation of marks (within the module)					
	Continuous assessment	Supervised project	Proctored practical examination	Proctored written examination	Total
Percentage contribution	100 %				**100%**

Minimum intended module learning outcomes

On the successful completion of this module, students should be able to:

MIMLO 3.1   Describe the key features, functions, and uses of popular OPS packages, the Moodle online learning platform, the Microsoft Windows operating system, and Mendeley referencing software.

MIMLO 3.2   Explain various core word processing, spreadsheet, and presentation concepts.

MIMLO 3.3   Show fluency in the use of OPS software packages, and an ability to select the appropriate programme - and tools – for a given task or context.

MIMLO 3.4   Demonstrate a capacity for engaging in effective self-directed and guided online learning.

Module content, organisation and structure

Week 1	Introduction to Moodle, Microsoft Windows and Word-Processing Basics.
Week 2	Microsoft Word: Formatting, Layout, Themes, Printing and Publishing.
Week 3	Microsoft Word: Advanced Layout, Tables, Mailing, Graphics and Multimedia.
Week 4	Microsoft Word: Large Documents, Tracking and Collaboration, Referencing & Referencing Software.
Week 5	Microsoft PowerPoint: Basic Concepts, Formatting, Templates and Themes, Animations, Printing and Publishing.
Week 6	Microsoft PowerPoint: Multimedia, Graphic Objects, Tables and Charts, Slides Masters, View Modes and Presenting.
Week 7	Microsoft Excel: Introducing Spreadsheets, Basic Concepts and Functionality.
Week 8	Microsoft Excel: Getting Started with Formulas and Functions.
Week 9	Microsoft Excel: More Formulas and Functions/ Conditional Formatting.
Week 10	Microsoft Excel: Tables, Charts, and Data Analysis.
Week 11	Microsoft Excel: Pivot Tables and Pivot Charts.
Week 12	Getting Word, PowerPoint, and Excel to Work Together.

Reading lists and other information resources

Recommended Reading:

Lambert, J. & Lambert, S., 2016. Microsoft PowerPoint 2016 Step by Step, Redmond, WA: Microsoft Press.

Moodle, 2015. Moodle Video Tutorials. Moodle Docs. Available at: https://docs.moodle.org/34/en/Moodle_video_tutorials.

Walkenbach, J., 2016. Microsoft Excel 2016 Bible, Indianapolis, IN: John Wiley & Sons, Inc.

Wempen, F., 2016. Word 2016 In Depth, London: Pearson Education Inc.

Secondary Reading:

Bluttman, K. & Aitken, P., 2010. Excel Formulas and Functions for Dummies 2nd ed., Indianapolis, IN: Wiley Publishing, Inc.

Microsoft Corporation, 2016. Excel Video Training. Available at: https://support.office.com/en-us/article/Excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb?ui=en-US&rs=en-US&ad=US.

Microsoft Corporation, 2016. PowerPoint Video Training. Available at: https://support.office.com/en-us/article/PowerPoint-video-training-40e8c930-cb0b-40d8-82c4-bd53d3398787.

Microsoft Corporation, 2016. Word Video Training. Available at: https://support.office.com/en-us/article/Word-video-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73.

Slager, D., 2016. Essential Excel 2016: A Step-by-Step Guide, Fort Wayne, IN: Apress.

Tidrow, R., Boyce, J. & Shapiro, J.R., 2015. Windows 10 Bible: The Comprehensive Tutorial Resource, Indianapolis, IN: Wiley Publishing, Inc.