

## Module 3

### 6. 3.1. Information Technology

<b>Module title</b>	Information Technology				
<b>Module NFQ level (only if an NFQ level can be demonstrated)</b>	6				
<b>Module number/reference</b>	BS03				
<b>Parent programme(s)</b>	Bachelor of Arts (Honours) in Business Studies				
<b>Stage of parent programme</b>	Stage 1				
<b>Semester (semester1/semester2 if applicable)</b>	Semester 1				
<b>Module credit units</b>	ECTS				
<b>Module credit number of units</b>	5				
<b>Duration of the module</b>	One Academic Semester, 12 Weeks Teaching.				
<b>Average (over the duration of the module) of the contact hours per week</b>	3				
<b>Allocation of marks (within the module)</b>					
	<b>Continuous assessment</b>	<b>Supervised project</b>	<b>Proctored practical examination</b>	<b>Proctored written examination</b>	<b>Total</b>
<b>Percentage contribution</b>	100 %				<b>100%</b>

#### 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 office productivity software (OPS) 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](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.