

TECH06056 Introduction to Information Technology

Full Title	Introduction to Information Technology		
Status	Uploaded to Banner	Start Term	2019
NFQ Level	06	ECTS Credits	05
Module Code	TECH06056	Duration	Semester - (13 Weeks)
Grading Mode	Numeric	Department	Business, Humanities and Tech
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Module Description

To introduce the learner to the fundamentals of Information Technology and it's application within a learning and organisational context.

Learning Outcomes

On completion of this module the learner will/should be able to:

1. Demonstrate a knowledge and understanding of the use and role of Information Technology in organisations.
2. Identify the different types of hardware and explain how they can be used.
3. Differentiate between types of software and their appropriate use.
4. Use research, communication and collaboration tools effectively.
5. Produce documents, spreadsheets and presentations using best practice.

Indicative Syllabus

Introduction to IT

Data, Information & Knowledge. Attributes of good information.

Types and functions of various Information Technology systems.

Ergonomics. Costs and Benefits of Information Technology.

Software Types

System Software: Functions; Types; Operating systems; Basic Utilities; File Management; Hardware and Software Management.

Application software: Single Applications; Integrated Packages; Application Suites; Open Source software; Proprietary software; Software Licensing.

Hardware

CPU. Memory. Storage, Input & Output Devices. Mobile Devices. Communication Devices. Emerging Technologies.

Introduction to Computer Networks. Types of Networks. Wired and Wireless networks.

Cloud Computing

The Internet: Browsers; Searching; Issues.

Introduction to cloud computing: Virtualisation; Software as a Service; Storage; Folder and File sharing.

Online communication and collaboration tools: Email; Videoconferencing; E Learning.

Office Application Software

Word Processor – Create, save, print & retrieve a document. Standard editing and document formatting best practices; Table of Contents and Referencing.

Spreadsheets – Create, save, print & retrieve a workbook. Basic formulas. Presenting data graphically.

Presentations – Create, save, print & retrieve a presentation. Views. Transitions and animations. Slide shows. Best practice; Presenting online. Recording a Presentation.

Teaching and Learning Strategy

Module content may be delivered online asynchronously, with synchronous online follow up on concepts and integrate to practical learning. Presentations, videos and other online resources are used to stimulate discussion.

Students have electronically prepared instructions and exercises to work through, all available on LMS (Moodle). Lecturer suggests arranging scheduled time with each individual to ensure that progress is being made at various points during the module. Projects are designed to challenge the student and deepen their focus and understanding of the materials.

Using a blended learning model provides valuable face-to-face time to ensure complex concepts and practical skills can be addressed. Ability to critique work, accept and respond to feedback and redesign elements in a project will be incorporated into the teaching and learning strategy.

Assessment Strategy

All assessment will be carried out in line with the programme, campus and institute assessment strategies and in line with the Code of Practice No. 3 Student Assessments: Marks and Standards.

The learner will be assessed on their practical ability and theoretical knowledge. Formative assessment as a learning tool will incorporate a mix of problem and activity based learning activities with individual and group work and structured exercises.

Learners will be notified of all assessments in advance.

Marking criteria, deadlines and expectations will be distributed in advance.

Constructive feedback will be provided in a timely manner and in an appropriate format.

Assessments shared with other modules is encouraged.

Repeat Assessment Strategies

Repeat facilities will be accommodated in line with institute procedures and in compliance with programme board decisions.

Decisions on nature of assessment will be linked to deficiencies in reaching particular learning outcomes.

They may be in the form of a written assessment, project or other relevant assessment.

Individuals may be interviewed or asked to present their work in a formal context to prove authenticity and ownership of work.

Indicative Coursework and Continuous Assessment:		100 %		
Form	Title	Percent	Week (Indicative)	Learning Outcomes
Assessment	Create presentations using best practice	20 %	OnGoing	1,2,3,5
Assessment	Create spreadsheets including specified formulas and graphs	15 %	OnGoing	1,2,3,5
Assessment	Create appropriately formatted word processed documents	25 %	OnGoing	1,2,3,4,5
Multiple Choice	Theory assessment.	20 %	OnGoing	1,2,3
Group Project	Use online research, communication and collaboration tools	20 %	OnGoing	1,2,3,4,5

Blended Delivery Mode Average Weekly Workload:			3.00 Hours		
Type	Description	Location	Hours	Frequency	Weekly Avg
Online Learning	Asynchronous and Synchronous E Learning	Online	2	Weekly	2.00
Practical	Laboratory Practicals	Computer Laboratory	4	Monthly	1.00

Required Reading Book List

Alan, K., (2019). *Technology in Action Introductory*. Pearson.
ISBN 0135480140 ISBN-13 9780135480144

Wilson, K., (2018). *Essential Office 365 Second Edition*.
ISBN 1911174541 ISBN-13 9781911174547

Online Resources

<https://www.edx.org/>

<https://www.khanacademy.org/>

<https://support.office.com/en-us/office-training-center>

<https://products.office.com/en-us/microsoft-teams/group-chat-software>

<https://www.zoom.us/>

Other Resources

Students will be encouraged to experience open source and free apps.

Programme Membership

GA_BSMEC_S06 201900 Certificate in Digitalisation for SMEs (Digital Media and Marketing)