GMIT
INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

Galway International Hotel School

MODULE DOCUMENTATION

Information Technology

Comprehensive

INFO06044

Elective

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INFO06044
Information Technology Comprehensive

Full Title	Information Technology Comprehensive		
Status	Uploaded to Banner	**Start Term**	2019
NFQ Level	06	**ECTS Credits**	05
Module Code	INFO06044	**Duration**	15 weeks - (15 Weeks)
Grading Mode	Numeric	**Department**	Culinary Arts
Module Author	Helen Delargy		

Module Description

To establish a practical proficiency and a theoretical understanding of the fundamental spreadsheet and database computer applications that the learner will encounter.

	Learning Outcomes ***On completion of this module the learner will/should be able to:***
1.	Use appropriate spreadsheet software to plan, create, develop and navigate worksheets and workbooks.
2.	Format workbook and worksheet cells, ranges and datatype content using selection, editing and print preparation techniques.
3.	Develop worksheet formulae and enter spreadsheet functions to complete calculations efficiently.
4.	Develop real time dynamic content through use of conditional formats - expand.
5.	Analyse and chart financial data using spreadsheet charting function, data sources etc.
6.	Managing Multiple Worksheets and Workbooks - Consolidate information using 3-D references, Workbook groups and hyperlinks.
7.	Use appropriate database software to learn basic database concepts, hierarchy and terms.
8.	Create and build a database, define table relationships, create forms, create reports and import data from different sources.
9.	Maintain and query the database based on multiple tables using exact match conditions, comparison operators and logical operators; perform calculations using aggregate functions and record group calculations.

Indicative Syllabus

Time Management

Spreadsheets

Databases

Teaching and Learning Strategy

Demonstrations, visual overviews and explanations covering a portfolio of exercises and examples relating to course content making it easy to understand the goal and level of challenge particular areas hold.

Tasks, problems and exercises integrate the technology skills students learn with some soft skills: decision making, problem solving, verbal and written communication.

All teaching and learning will take place in lab-based practical sessions and will be fully participatory in style.

Assessment Strategy

Engaging and ongoing assessment of student participation and skills development in the module assessed. Students will be required to complete and electronically submit assignments incorporating all lab work and the applications used to produce same to help students test their understanding of course material.

Repeat Assessment Strategies

The students will be required to complete repeat practical assessments in early September in order to meet the learning outcomes of the module.

Indicative Coursework and Continuous Assessment:		**100 %**		
Form	***Title***	***Percent***	***Week (Indicative)***	***Learning Outcomes***
Assessment	Continuous Assessment	100 %	OnGoing	1,2,3,4,5,6,7,8,9

Full Time Delivery Mode Average Weekly Workload:			**3.00 Hours**		
Type	***Description***	***Location***	***Hours***	***Frequency***	***Weekly Avg***
Practical	Practical	Computer Laboratory	3	Weekly	3.00

Literary Resources

RECOMMENDED READING

Shaffer A., Carey P., Finnegan K., Adamski J., Zimmerman S. ***New Perspectives on Microsoft Office 2010***, First Course, International Edition (2011) ISBN-10: 0-538-47098-4 ISBN-13: 978-0-538-47098-8

Journal Resources

Online Resources

Microsoft Office Online Tutorials - http://office.microsoft.com/en-us/training/

Open Source Software websites and support

Additional Tutorials online:

- http://www.lynda.com
- http://coursecasts.course.com

Other Resources

Library resources

www.learnonline.gmit.ie

Website: Links to Web resources etc., will be provided throughout the term

Programme Membership

GA_HITMG_B07 201900 Bachelor of Business in International Tourism Management
GA_HITMG_H08 201900 Bachelor of Business (Honours) in International Tourism Management
GA_HTOUG_C06 201900 Higher Certificate in Business in Tourism
GA_OEVEG_B07 201900 Bachelor of Business in Event Management with Public Relations
GA_OREMG_B07 201900 Bachelor of Business in Retail Management
GA_OHCAG_B07 201800 Bachelor of Business in Hotel & Catering Management
GA_OHOPG_C06 201900 Higher Certificate in Arts in Hotel and Hospitality Operations
GA_OIHMG_H08 202000 Bachelor of Arts (Honours) in International Hotel Management
GA_OCPCG_C06 202000 Higher Certificate in Arts in Culinary Arts - Professional Chef Programme
GA_OCGSG_B07 202000 Bachelor of Arts in Culinary and Gastronomic Sciences
GA_OCGSG_H08 202000 Bachelor of Arts (Honours) in Culinary and Gastronomic Sciences
GA_OEVAG_H08 202000 Bachelor of Business (Honours) in Event Management with Public Relations

GA_OCGSG_C06 202000 Higher Certificate in Arts in Culinary Arts (Exit)