

MODULE DOCUMENTATION

Information Technology

Introductory

INFO06056

Elective


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Full Title	Information Technology Introductory		
Status	Uploaded to Banner	Start Term	2015
NFQ Level	06	ECTS Credits	05
Module Code	INFO06056	Duration	Semester - (13 Weeks)
Grading Mode	Numeric	Department	Culinary Arts
Module Author	Helen Delargy		

Module Description

This course will equip students with the skills and technological ability to use a personal computer, bring the students to a practical level of competency in Information Communication Technology tools, including file management, word processing, and presentation software.

Learning Outcomes	
	<i>On completion of this module the learner will/should be able to:</i>
1.	Demonstrate competence in running and managing a personal computer using a graphical user interface.
2.	Appreciate the main concepts of file management and be able to efficiently organise files and folders in a networked and cloud-based storage solution/environment.
3.	Demonstrate the ability to use a word processing application to create, edit and format professional documentation.
4.	Demonstrate competence in using presentation software to create, edit, format and animate presentations.
5.	Understand, refine and maximise efficiency using the Internet and relevant web-based resources.
6.	Comprehend and practice electronic mail (e-mail) communications, focusing on the importance of acceptable online netiquette.

Indicative Syllabus

Operating Systems

- Windows Desktop / Environment
- Windows Operating System
- Management of Files - Network and Cloud Environment / MOODLE Learning Management System

Internet

- Internet Technologies
- The Browser / Refined Search Techniques / Web Outputs
- Web-based Technologies

Word Processing

- Create, edit and format documents using a word processor.

Presentations

- Create, edit, format and animate presentations using presentation software.

Electronic Communication

- Concepts / Terms
- Security Considerations
- Email Theory
- Send / Receive Email / Enhancing Productivity
- Email Management - Organisation / Address Book

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

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

Shaffer A., Carey P., Finnegan K., Adamski J., Zimmerman S. *New Perspectives on Microsoft Office 2010*, Second Course, International Edition (2011) ISBN-10: 0-538-47050-X ISBN-13: 978-0-538-47050-6

Online Resources

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

Open Source Software websites and support

Novell Documentation - <http://www.novell.com/documentation/groupwise2012/>

Additional Tutorials online:

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

Other Resources

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

Additional Information

Library Resources

<http://learnonline.gmit.ie>

Programme Membership

GA_OHCAG_B07 201800 Bachelor of Business in Hotel & Catering Management
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_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)