

Module	Information Technology Skills
Course code	BAIHH-IT
Credits	5
Allocation of marks	100% Continuous Assessment

Intended Module Learning Outcomes

On successful completion of this module, the learner will be able to:

- Demonstrate essential skills in the application of the key components of information technology
- Select appropriate IT skills to facilitate their educational and professional development.
- Describe how IT concepts shape the business environment
- Demonstrate advanced practical skills in the most common office applications such as MS Word, MS Excel, MS PowerPoint and MS Access.

Module Objectives

The objectives of this module are to outline the role of IT and IS processes so as to enable business learners to understand their importance and to show how they can be effectively utilised to the benefit of an organisation. The module also seeks to enable the learners to develop practical IT skills which are an essential component of the modern business environment. Finally it seeks to develop the learners' understanding of general IT concepts to see how they can be used in the business world

Module Curriculum

- Role of IT in business and related Information systems applications
- Relationship between IT and business
- What are Information systems?
- Types of information systems
- Business applications as Information systems
- Information systems security

- Internet
- Business email in Practice
- Browsers and search engines
- Successful web browsing and effective search techniques
- Networks

- Databases
- Introduction to databases
- How is a database used
- Database objects
- How to design and create a database
- Implementing a database

- Business and Office applications
- Microsoft Access
- Introduction to setting up a database
- Database objects
- Tables
- Queries
- Forms
- Reports
- Relationships

- Microsoft Excel
- Spreadsheet terminology and useful tips
- Spreadsheet formatting including conditional formatting
- Spreadsheet formulae including advanced financial functions
- Lookup functions and Pivot Tables for analysing data
- Spreadsheet tools to aid managerial decision making including what if scenario modelling and Goal seeking tools
- Advanced Spreadsheet charts and other useful objects
- Spreadsheet layout and printing for the efficient manager
- Working with multiple spreadsheets and linking them together

- Microsoft Power point
- Uses of PowerPoint
- Designing a presentation
- Building a presentation
- Using the master slide
- Enhancing a presentation with advanced animation
- Running the presentation and advanced options while presenting

- Microsoft Word
- Creating and editing a word document
- Formatting a word document including advanced formatting
- Use of tables in word
- Use of SmartArt tools
- Styles and setting up a table of contents
- Inserting objects in a word document
- Advanced features
- Linking word with other applications

Reading lists and other learning materials

Ralph Stair, George Reynolds (2013) Fundamentals Course Technology, Inc.;
of Information Systems (2013)

Beth Melton, Mark Dodge, Echo Swinford, Ben Schlorr Microsoft Office Home and Student
2013 Step by Step Microsoft Press

ProProfs ProProfs

<http://www.proprofs.com/>

Own learning and to help them find the information they really need.