

AMITY GLOBAL INSTITUTE

Module Syllabus

Course	Foundation Programme For Higher Education
Module Title	Introduction to Information Technology
Module Syllabus no. (if any)	
Year offered	2018
Start date	February 2018/ May 2018/ September 2018
End date	October 2018/ January 2019/ May 2019
Syllabus / Content / Learning Outcomes	<p>On successful completion of the module students will be able to:</p> <p><u>Learning Objectives</u></p> <p>The objective of this module is to master the basics of Microsoft Excel, PowerPoint, and Word and become accustomed with the tasks for which each application is best suited.</p> <ul style="list-style-type: none"> • Microsoft Excel is a spreadsheet program. Its function is collecting, manipulating, and analyzing data. Microsoft Excel has many features that streamline data analysis and to generate tables, charts, and graphs. • Excel is used for general data manipulation and analysis. It is useful for uncovering the relationships between data sets and identifying trends. Graphs will be required for many lab reports and presentations. • Microsoft PowerPoint is a presentation program; its function is to create slides for presentations. In this course, how to create and prepare power point presentation are dealt with. • Microsoft Word is a document preparation program. Its function is writing and editing text.
No. of teaching hours	<p>Lectures and seminars: 30 hours</p> <p>Student Managed Learning (Tutorials, Group Study, Collaborative Learning, etc) : 45 hours</p> <p>Total: 75hours</p>
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion
Assessment Methods and Weighting	<p>Written Assessment 1 (1500 Words) – 50%</p> <p>Written Assessment 2 (1500 Words) – 50%</p>
Skills for Maximising Learning Outcomes	Reading and Research
Dates of examinations, major assessments and assignments	<p>Examination Period (not all modules have end-of-semester / year examinations)</p> <p>Indicative:</p> <p>June 2018 & October 2018 / September 2018 & January 2019/ January 2019 & May 2019</p>
Recommended Text	Efraim Turban , R. Kelly Rainer, Richard E. Potter Introduction to Information Technology 3rd Edition
Additional reference texts (if any)	S K Bansal. Fundamentals of Information Technology, APH Publishing, 2002 - 510 pages
Additional Remarks (if any)	-

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Lesson No.	Learning Outcome
1	Overview of Information technology
2	Use of Windows Explorer and how to manipulate with the files
3	Use of Microsoft Word to create and enhance a document
4	Various features to manipulate with the Microsoft Word document efficiently. Microsoft Word functions in writing and editing text
5	Use of Microsoft Excel to create a worksheet
6	Microsoft Excel functions in collecting, manipulating, and analyzing data. Microsoft Excel has many features that streamline data analysis and to generate tables, charts, and graphs
7	Use of Microsoft PowerPoint to create a slides for presentations and its functions
8	Use of Microsoft Power point to create a simple slide presentation with custom animations