

AMITY GLOBAL INSTITUTE

MODULE SYLLABUS

Course	Foundation Diploma
Module Title	Introduction to Information Technology
Module Syllabus No. (if any)	FDP1005
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 Student Managed Learning (Tutorials, Group Study, Collaborative Learning, etc) : 45 hours</p> <p>Total: 75 hours</p>
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion
Assessment Methods and Weightages	<p>Written Assessment 1 (1000 Words) – 50%</p> <p>Written Assessment 2 (1000 Words) – 50%</p>
Skills for Maximising Learning Outcomes	Reading and Research
Dates of Examinations, Major Assessments and Assignments	TBC
Recommended Text	Emergent Learning (2016) Introduction to Computers and Information Technology, 2nd ed. Pearson
Additional Reference Texts (if any)	Oleary and Oleary (2021) Computing Essentials 2021, 28 th ed. McGraw-Hill.
Additional Remarks (if any)	-

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

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.

AMITY GLOBAL INSTITUTE

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 Power Point to create slides for presentations and its functions.
8	Use of Microsoft Power point to create a simple slide presentation with custom animations.

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.