

Course:	Foundation Certificate in Higher Education
Module Code & Name:	DOC314: Introduction to Information Technology
Module Leader:	Ms. Jananie Mayooreasan
Assignment Type:	Group Coursework
Issue Date:	26th October, 2022
Hand in Date:	Report: 17th November 2022 on or before 8.30 am via LMS
	Presentation Slide submission: 17th November 2022 on or before 8.30 am via LMS
	Presentation and Viva: From 1st week of December 2022

1. Procedure for Handling Work

- Follow the specific instructions given on the assignment specification
- Only **ONE** group report and the presentation slides should be submitted by each coursework group on or before the date indicated on the cover sheet via LMS.
- You can find the submission Link on the DOC314 module page in the IIT LMS.

2. Penalties for Late Hand In

- If students submit coursework late but within 24 hours of specified deadline, the work will be marked but 10 marks will be deducted.
- If students submit coursework more than 24 hours after the specified deadline, they will be given a mark of zero for this assessment.

3. Exceptional Factors Affecting your Performance

Students must follow the mitigation process and should submit written evidence to the Registrar's Department with a copy to the Level Coordinator of exceptional circumstances, which they consider having caused them to submit assessments late and for which they do not wish to attract any penalty.

4. Aims and Objectives of Assignment

The general aim of this assignment is to provide you with the basic skills in preparing professional reports using MS word and presentation materials using MS PowerPoint.

5. Assignment in Brief

As a group, you are required to **research a device or technology or specific software (Eg: Cloud computing, SAP, IOT, OS, punch card etc) which is used by the company(Local)** from the below mentioned industry.

- Topic 1: Healthcare – Groups S-A1, S-B1, S-C1, S-D1, S-E1, S-F1, S-G1, S-H1, S-I1, S-J1, S-K1, S-L1, S-M1, S-N1, S-O1, S-P1
- Topic 2: Tourism – Groups S-A2, S-B2, S-C2, S-D2, S-E2, S-F2, S-G2, S-H2, S-I2, S-J2, S-K2, S-L2, S-M2, S-N2, S-O2, S-P2
- Topic 3: Education – Groups S-A3, S-B3, S-C3, S-D3, S-E3, S-F3, S-G3, S-H3, S-I3, S-J3, S-K3, S-L3, S-M3, S-N3, S-O3, S-P3
- Topic 4: Textile – Groups S-A4, S-B4, S-C4, S-D4, S-E4, S-F4, S-G4, S-H4, S-I4, S-J4, S-K4, S-L4, S-M4, S-N4, S-O4
- Topic 5: Agriculture – Groups S-A5, S-B5, S-C5, S-D5, S-E5, S-F5, S-G5, S-H5, S-I5, S-J5, S-K5, S-L5, S-M5, S-N5, S-O5
- Topic 6: Transport – Groups S-A6, S-B6, S-C6, S-D6, S-E6, S-F6, S-G6, S-H6, S-I6, S-J6, S-K6, S-L6, S-M6, S-N6, S-O6

You must research on the following topics for the given industry and prepare a report & a presentation.

- a) Brief introduction to the industry and organization - **(maximum 1 page)**
- b) Importance/role of the specific device or technology or software (which you choose) in the industry - **(maximum 2 pages)**
- c) Provide detail analysis about the item you come up with and how it will function within the organisation (Include what is it, who are involving, how it is functioning and evaluate the uses in the specific company) - **(maximum 3 pages)**
- d) Past, present and future of the identified device/technology/software in the organization - **(maximum 2 pages)**

5.1 Report:

The report should be professional with appropriate use of fonts, styles, formatting, page

numbering, chapter numbering, citation, etc.

Report should include.

- Title page / Cover page
- Abstract
- Acknowledgements
- Table of contents
- List of Tables
- List of Figures
- Body of the report (section 5 a - d)
- Conclusions
- References (Harvard referencing method should be followed)
- Appendices
 - A summary of how the tasks were distributed amongst the group members. i.e., Workload matrix. (Also, you must mention if any group member does not contribute for the coursework)
 - Meeting Agenda (minimum 5)
 - Meeting minutes (minimum 5)

5.2 Presentation & Viva:

Presentation slides must be prepared by using Microsoft PowerPoint. Each group is given 10 minutes for presenting and needs to upload your Presentation slides through LMS.

- Only **ONE** softcopy of the presentation slides should be submitted by each coursework group on or before the date indicated on the cover sheet via IIT LMS.
- You must upload it in the **LMS** with the Report on the same day.
- Only **one submission** per Group is allowed. (Include Report and Presentation slides)
- Each group member must present some slides.
- Indicate the student Id in the **presenting order**. (In the slide softcopy)
- The Presentation & VIVA will be conducted physically and the schedule will be released before one week.
- Presenting times and viva schedules will be strictly followed.
- Groups who are late for their viva will not be given extra time to complete the viva.
- Dress code for the viva: formal/professional.

- You must join the relevant session at least 10 mins before the scheduled time. Hence you could check your needed resources, etc.
- If any student is unable to join the relevant session, then you will be awarded a Zero mark.
- If you are unable to join due to any valid reason (e.g. Medical issue, etc.) then you must follow the mitigation process and submit mitigation without any fail.
- Even though it's a group presentation, the marking will be individual marking. Your mark will be based on how you present and answer the questions in the viva.

DOC314 INTRODUCTION TO IT
Group Coursework – Report Marking Scheme

Group Number:						
Criteria	Did not answer this part	Very basic	Average, room for improvement	Good, could have improved by adding some more detail.	Excellent, Covered all aspects	Mark
	0	1 - 2	3	4	5	
Table of contents						
List of tables and list of figures						
References						
Agenda						
Meeting minutes						
Workload matrix						
	0	1 - 3	4 - 6	7 - 9	10	
Section 5 - a) Brief introduction to the industry						
Section 5 - b) Importance/role of the device/technology/software in the industry						
Section 5 - c) Critically evaluate and define your importance of the device/technology/software to the organisation						
Section 5 - d) Past, present and future of the device/technology/software in the industry						
Conclusion						
Report structure and academic writing						

Report standard / professionalism / Formatting (fonts, sizes, alignments, bullet points, indentation, etc.)						
Report Total Marks						

DOC314 INTRODUCTION TO IT
Group Coursework – Presentation Marking Scheme

Group Marking – 40%

Group Number:

Criteria	Allocated Marks	Awarded Marks	Comments
Group Introduction	10		
Use of appropriate Visual Aids – Consistency, Clarity, creativity	10		
Topic coverage & completeness	10		
Group attire, behavior & coordination	10		
Group Total	40		

Individual Marking-60%

Criteria	Allocated Marks	Group Members				
Knowledge – depth and coverage	10					
Preparation & organization (clear, concise, well organized. points were easy to follow, evidence of rehearsals)	10					
Confidence (Confident, used notes well, at ease, good audience attention)	10					

Speaking skills - Poised, clear articulation, proper volume	10					
Body Language (good eye contact, use of gestures, movement)	10					
Evidence of preparation and Q&A	10					
Individual Total	60					
Presentation Total Marks	100					
Report Total Marks	100					
Final coursework marks (Report 60% + Presentation 40%)						