ICT Skills for Scientists

South East Technological University (SETU)
Ollscoil Teicneolaíochta an Oirdheiscirt

Lecturer:
Mairead Meagher

setu.ie
INSPIRING FUTURES

Contact Details

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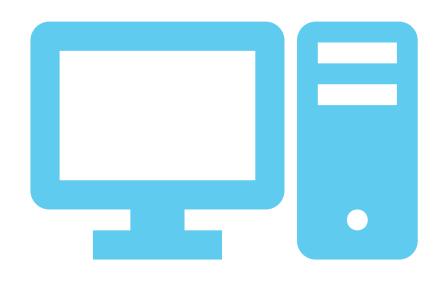**Office 316, top floor, Science building**

3 hours labs per week, Friday 2:15 – 5:15, ITG17

Attendance is taken every week

Module Content

▶ Introduction to ICT

Moodle, OneDrive, Teams

Basic IT Skills

MS Windows Operating System

Backup, Passwords, Virus Scanning Software

Email Etiquette, Online identity

Organising your college data

Organising your Web Brower (Bookmarks)

▶ Microsoft Word

▶ Word Processing Skills

▶ Writing, formatting reports

▶ Microsoft Excel

▶ Spreadsheets (analytical skills)

▶ Formulas and graphs

▶ Microsoft PowerPoint

▶ Presentation Skills

▶ Group presentation

Weekly schedule

Week 1 : General Introduction / basic Excel

Week 2 : Word Basics

Week 3 : Word Advanced

Week 4 : Word Assignment

Week 5 : Excel Basics

Week 6 : Excel Advanced
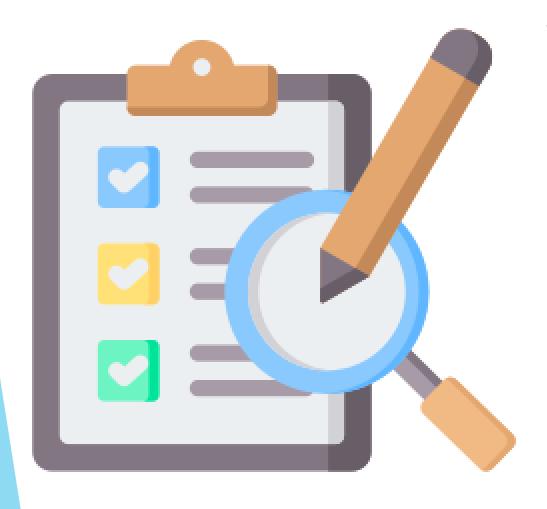
Reading Week

Week 7 : Excel Graphs

Week 8: Excel Revision

Week 9: Excel Test

Week 10:PowerPoint

Week 11: PowerPoint Group Presentations

Schedule subject to change

100% Continuous Assessment

➢ Weekly engagement(10%)

➢ Word Assignment (in class) (20%)

➢ Excel Test (in-class) (50%)

➢ Group PowerPoint presentations(20%)