

Module Title:	IT for Administration 1
Language of Instruction:	English
Credits:	5
NFQ Level:	6
Module Delivered In	1 programme(s)
Teaching & Learning Strategies:	<p>Lab sessions - communication of knowledge from the lecturer to the student through demonstrations.</p> <p>Problem Solving Exercises - student will work autonomously to resolve various computer applications/ business tasks. E-Learning - the module will be supported with online learning materials. Self-Directed Independent Learning - the emphasis on independent learning will develop strong and autonomous work and learning practices.</p>
Module Aim:	<p>In this module students will learn to use Microsoft Excel to an intermediate level. They will use the main Microsoft applications (Excel, Word and PowerPoint) to engage in a cross-disciplinary project with another business subject. Students will also complete a 'business administration and technology' module, where they will be required to work in an Administration Centre and complete a range of business tasks using various technologies within a defined time frame.</p>
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Perform a range of spreadsheet functions to an intermediate level
LO2	Use a combination of Microsoft applications (Excel/ Word/ PowerPoint) to complete a cross-disciplinary project.
LO3	Work in an Administration Centre to perform a wide range of business tasks within a specified time frame.
LO4	Utilise a range of technologies in the Administration Centre in the completion of tasks.
Pre-requisite learning	
Module Recommendations	
<i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
Incompatible Modules	
<i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements	
<i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
Document Design and Presentation	

Module Content & Assessment

Indicative Content

Microsoft Excel

Introduction to spreadsheets; spreadsheet formulas; spreadsheet functions; linking data in worksheets; spreadsheet charts; sorting and filtering spreadsheet data; introduction to IF functions, pivot tables.

Preparation for cross-disciplinary project

Revision of important features in word for creating a professional report - use of styles, themes, table of contents, charts, tables, smartart, images. Revision of important features in Powerpoint for creating and making a professional presentation.

Portfolio of Business Documentation

Using business technologies to complete company related tasks in an Administration Centre and producing business documentation for the following departments: Reception, HR, Sales and Marketing, Finance, Purchasing, Stock Control, Administration, Reprographics.

Assessment Breakdown

%

Continuous Assessment

100.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Portfolio	Portfolio of business documentation	3,4	60.00	n/a
Project	Cross-disciplinary project	1,2	40.00	n/a

No Project

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Laboratory	Every Week	2.00
Independent Learning	Every Week	2.00
Total Hours		4.00

Workload: Part Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Laboratory	Every Week	1.00
Independent Learning Time	Every Week	1.00
Total Hours		2.00

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_BBADM_D	Bachelor of Business in Business Administration	1	Mandatory