

Module Title:	IT for Administration 2	
Credits:	10	
NFQ Level:	6	
Module Delivered In	1 programme(s)	
Teaching & Learning Strategies:	Lab sessions - communication of knowledge from the lecturer to the student through demonstrations. Problem Solving Exercises - student will work autonomously to resolve various computer applicatons/office tasks. E-Learning - The module will be supported with on-line learning materials. Self-Direct Independent Learning - the emphasis on independent learning will develop a strong and autonomous work and learning practice.	
Module Aim:	The aim of this subject is to build on the skills developed in Document Design and Presentation and Business Administration and to bring students to a higher level of competency in business applications. Students will learn to use audio transcription software and MS Publisher as well as the advanced features of Word and Excel. Students will work in an administration centre to produce a portfolio of business documentation in preparation for entering the workplace.	
Learning Outcomes		
On successful completion of this module the learner should be able to:		
LO1	Touch type 45 words per minute at 97% accuracy.	
LO2	Design and create spreadsheets for business applications	
LO3	Utilise a range of word processing features at an advanced level to produce business documentation.	
LO4	Create business documentation using Microsoft Publisher.	
LO5	Use audio transcription software to produce a range of business documents.	
LO6	Work independently in the administration centre, within a specified time frame, using different applications to perform a wide range of business tasks.	
Pre-requisite learning		
Module Recommendations		
This is prior learning (or a practical skill) that is recommended before enrolment in this module.		
4181	BUSS H1301	Business Admin 1
Incompatible Modules		
These are modules which have learning outcomes that are too similar to the learning outcomes of this module.		
No incompatible modules listed		
Co-requisite Modules		
No Co-requisite modules listed		
Requirements		
This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.		
Document Design and Presentation, IT for Administration 1		

Module Content & Assessment

Indicative Content

Keyboard Skills (25%)

Typing drills for development of speed to 45 wpm at 97% accuracy.

Advanced Excel (15%)

Spreadsheet Protection; IF Functions; Lookup Functions; Multiple Sheets; Linking Files; Range Names; Goal Seek; Solver; Scenario Manager; Pivot Tables & Pivot Charts; Presenting Data Using Charts; Data Tables; Inserting Graphic Objects; Customising and Enhancing Workbooks

Advanced Word (15%)

Mail Merge; Document Enhancements:- Insert and Modify Diagrams/Charts/Other Visual Elements. Use Reference Tools for Longer Documents:- Footnotes; Endnotes; Captions; Table of Contents; Indexes; Bibliography. Collaborate on Documents:- Coauthoring; Comments; Tracking. Working With Styles and Templates.

Portfolio of Business Documentation (45%)

Audio Transcription Software to Produce Business Documentation:- Advanced Business Letters; Itineraries; Minutes; Reports. Introduction to MS Publisher:- Working With Templates; Creating Publications. Portfolio:- Working independently and utilising business technologies and applications to complete business related tasks in the administration centre for the following departments: Reception, HR, Sales and Marketing, Finance, Purchasing, Production, Administration, Reprographics

Assessment Breakdown

%

Continuous Assessment

100.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Examination	Keyboard skills exam	1	25.00	n/a
Portfolio	Business documentation portfolio	4,5	45.00	n/a
Project	Combined Excel and Word Project	2,3	30.00	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	4.00
Independent Learning	Every Week	4.00
Total Hours		8.00

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

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_BBADM_D	Bachelor of Business in Business Administration	2	Mandatory