

Module Title:	IT in Accounting
Credits:	10
NFQ Level:	6
Module Delivered In	1 programme(s)
Teaching & Learning Strategies:	<p>Lectures - communication of knowledge and ideas from the lecturer to the student. Problem Solving Exercises - student will work as part of a team and will work together to resolve various business scenarios. Class Discussion/Debate - Students will be encouraged to actively participate in the class sessions which will develop their analytical and communication skills. E-Learning - It is envisaged that 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 practices.</p>
Module Aim:	<p>The aim of this subject is to build on the skills developed in Business Applications 1 and provide the students with the essential Information Technology(IT) skills required for entering the workplace or for continued studies. Students will learn the advanced features of email, word processing and spreadsheets in addition to relevant and up-to-date theory topics.</p>
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Demonstrate an understanding of a range of theory topics including hardware, software, telecommunications, the Internet and World Wide Web and protecting information assets.
LO2	Demonstrate an ability to manage databases in business contexts.
LO3	Produce a professional website using a website development tool.
LO4	Demonstrate the ability to design and create spreadsheets for business applications
LO5	Demonstrate the ability to use the advanced features of Wordprocessing
LO6	Demonstrate the ability to use the advanced features of email and cloud computing
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>	
Business Applications 1	

Module Content & Assessment

Indicative Content
The Internet, the Web, and Electronic Commerce The Internet; The World Wide Web; Intranets; Extranets; E-payment Systems;
Hardware, Software and Telecommunications The System Unit, Input, Output and Storage methods. Telecommunications system; LANs and Wans; Protocols; Transmission technologies
Auditing and Security Protecting information assets: Behavioural actions; Computer-based actions, technologies and tools.
Advanced Email Mobile and remote access; Managing messages: Track delivered and read mail; Use the mail rules wizard; Use the out of office assistant; Sharing files and information; Working with the calendar; Working with the journal; Working with tasks; Using the newsreader and cloud computing.
Advanced Excel Pivot Tables, Sensitivity analysis, Optimization, Scenario Management and Database Management integration.
Web Design using Software Tools. Web Design and Development: Concepts, Methodologies, Tools, and Applications.
Database Management Systems Database design, creation and data objects, integration with Excel.
Advanced Word Creating styles; creating templates; Electronic forms; Advanced tables; Using fill in fields; Working with long documents; Mail merge to produce letters, catalogues etc. and conditional merging

Assessment Breakdown	%
Continuous Assessment	100.00%

Continuous Assessment				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Multiple Choice Questions	Theory	1	25.00	Week 3
Project	Integrated project	2,3,4,5,6	75.00	Week 12

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	6.00
Independent Learning	Every Week	12.00
Total Hours		18.00

Workload: Part Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Every Week	0.50
Independent Learning	Every Week	5.50
Laboratory	Every Week	2.50
Total Hours		8.50

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_BBCAA_C	Higher Certificate in Accounting	3	Mandatory