BUSS H1317: Business Applications 1

Module Title:	Business Applications 1

Credits:	10

NFQ Level:	6

Module Delivered In	2 programme(s)

Teaching & Learning Strategies:	Lab sessions - communication of knowledge from the lecturer to the student through demonstrations. Problem Solving Exercises - student will work both individually and as part of a team to resolve various computer applications tasks/ scenarios. 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.

Module Aim:	The aim of this module is to develop the essential information technology skills for supporting the students' needs in other business subjects. Students will learn the Windows environment, file management and email, as well as Microsoft Word, Microsoft Excel and Microsoft PowerPoint. A further aim will be to integrate communication skills into the Powerpoint application, requiring students to make a presention to a professional standard.

Learning Outcomes	
On successful completion of this module the learner should be able to:	
LO1	Utilise the main features of an operating system
LO2	Utilise the main features of the college email system
LO3	Perform a range of spreadsheet functions to an intermediate level
LO4	Perform a range of word processing functions to an intermediate level
LO5	Create and make professional presentations

Pre-requisite learning
Module Recommendations *This is prior learning (or a practical skill) that is recommended before enrolment in this module.*
No recommendations listed
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.*
No requirements listed

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Module Content & Assessment

Indicative Content
File Management (5%) Introduction to the Windows environment and the college network drives; using Windows Explorer and My Computer for working with files and folders, including saving, copying, moving, renaming, and deleting
Email (5%) Introduction to college email system; creating, retrieving and reading mail; replying to, forwarding and deleting mail; signatures and attachments; creating and using address books and distribution lists; using the calendar; email etiquette
Microsoft Excel (35%) Introduction to spreadsheets; spreadsheet formulas; spreadsheet functions; formatting cells as numbers, text, currency etc; formatting worksheets for clear presentation; sorting and filtering spreadsheet data; introduction to IF functions; introduction to statistical functions; pivot tables; inserting, deleting and formatting cells, rows and columns; fill-in series; headers and footers; page layout and setting print area; spreadsheet charts;
Microsoft Word (35%) Introduction to Microsoft Word; creating and saving documents; printing documents; editing and formatting text; formatting paragraphs; laying out a document-margins, orientation, columns, page background; inserting headers and footers; replacing text; using comments, symbols, equations and text boxes; check spelling and grammar; using bullets and numbering; inserting and formatting tables; sorting data; working with columns; creating, formatting and managing illustrations (images, shapes, SmartArt and Charts);
Microsoft PowerPoint (20%) Introduction to PowerPoint; creating and saving presentations; printing presentations; designing presentations; working with text; proofing content; working with pictures and multimedia; working with charts; viewing presentations; sharing presentations; making a professional presentation

Assessment Breakdown	%
Continuous Assessment	30.00%
Project	70.00%

Continuous Assessment

Assessment Type	*Assessment Description*	*Outcome addressed*	*% of total*	*Assessment Date*
Practical/Skills Evaluation	A combination of some/all of the following: inclass tests and assignments	1,2,3,4	30.00	Week 9

Project

Assessment Type	*Assessment Description*	*Outcome addressed*	*% of total*	*Assessment Date*
Project	Integrated Project	1,2,3,4,5	70.00	Week 24

No Practical

No End of Module Formal Examination

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

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Module Workload

Workload: Full Time		
Workload Type	*Frequency*	*Average Weekly Learner Workload*
Laboratory	Every Week	3.00
Independent Learning	Every Week	4.00
	Total Hours	7.00

Workload: Part Time		
Workload Type	*Frequency*	*Average Weekly Learner Workload*
Laboratory	Every Week	1.50
Independent Learning Time	Every Week	2.00
	Total Hours	3.50

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_BBOPT_D	Bachelor of Business with Options in Management. International Business, Supply Chain Management, Marketing, Human Resource Management	1	Mandatory
CW_BRLMB_B	Bachelor of Business(Honours) in Management	1	Mandatory