

Module Title:	Business Applications 1
Credits:	10
NFQ Level:	6
Module Delivered In	11 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 presentation to a professional standard.
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
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 <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>	
No requirements listed	

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

ITCarlow 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	3.00
Independent Learning	Every Week	4.00
Total Hours		7.00

Workload: Part Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
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_HHIBU_B	Bachelor of Business (Honours) in International Business	1	Mandatory
CW_BBLAW_B	Bachelor of Business (Honours) in Business with Law	1	Mandatory
CW_BBHRM_B	Bachelor of Business (Honours) in Human Resource Management	1	Mandatory
CW_BBOPT_D	Bachelor of Business with Options in Management. International Business, Supply Chain Management, Marketing, Human Resource Management	1	Mandatory
CW_BBIBM_B	Bachelor of Business(Honours) in Management	1	Mandatory
CW_BRLMB_B	Bachelor of Business(Honours) in Management	1	Mandatory
CW_BBSCM_B	Bachelor of Business(Honours) in Supply Chain Management	1	Mandatory
CW_BBCAA_C	Higher Certificate in Accounting	1	Mandatory
CW_BBLEG_C	Higher Certificate in Arts in Legal Studies	1	Mandatory
CW_BBBUS_C	Higher Certificate in Business	1	Mandatory
CW_BBLAW_C	Higher Certificate in Business with Law	1	Mandatory