Module Title:	Business Applications II
Language of Instruction:	English

Credits:	10

NFQ Level:	6

Module Delivered In	2 programme(s)

Teaching & Learning Strategies:	Lab sessions - communication of knowledge by demonstration from the lecturer to the student. 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. Project Work - Students will produce a professional standard project by applying the knowledge, skills and competencies learned during the course.

Module Aim:	The aim of the subject is to build on the skills developed in Business Applications I and to provide the students with the essential information technology skills required for entering the workplace or for continued studies. Students will begin with an introduction to Database Management Systems and Web Developing, building upon the theoretical foundations of Information Systems, and learning the advanced features of Word, and Excel. Students will apply the skills learned in a project they will undertake to a professional standard using the advanced features of Excel, Word and Cloud Computing.

Learning Outcomes	
On successful completion of this module the learner should be able to:	
LO1	Demonstrate the ability to model spreadsheet for business applications.
LO2	Demonstrate the ability to use the advanced features of Wordprocessing
LO3	Demonstrate a basic understanding of the theory topics of hardware, software and telecommunications.
LO4	Design and create a website using a website development tool.
LO5	Produce cloud computing facilities for group interaction.

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.*
Business Applications I

Module Content & Assessment

Indicative Content
Advanced Spreadsheets (40%). Develop advanced excel skills including absolute and relative referencing; advanced functions IF, VLOOKUP, HLOOKUP, PMT, ROUND, RAND; importing data from other sources; finding and correcting errors in formulae; what-if analysis (Goal Seek; Scenarios and data tables); using Solver to find optimal solutions; Pivot tables & Pivot charts; Data analytics, Presentation behaviour; Dashboards; Creating and editing charts; advanced formatting; protecting cells and sheets.
Advanced Wordprocessing (30%). Creating styles, templates, electronic forms, advanced tables; Using fill in fields; Working with long documents; Mail merge to produce letters, catalogues etc. and conditional merging.
Theory (10%) Introduction to hardware, software and telecommunications, including cloud computing.
Web Design using Software Tools (20%). HTML,CSS and Web Design basics; Working with Templates, Layout and Navigation; Adding Interactivity and Media elements; Testing, Uploading and Publishing to the web.

Assessment Breakdown	%
Continuous Assessment	100.00%

Continuous Assessment				
Assessment Type	*Assessment Description*	*Outcome addressed*	*% of total*	*Assessment Date*
Other	Case Study,Essay, MCQ	3	10.00	Week 6
Other	Case study, Project, Business App	4	30.00	Week 12
Other	Case Studies, Capstone projects.	1,2,5	60.00	Week 24

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		
Workload Type	*Frequency*	*Average Weekly Learner Workload*
Laboratory	Every Week	2.75
Lecture	Every Week	0.25
Independent Learning	Every Week	4.00
	Total Hours	7.00

Workload: Part Time		
Workload Type	*Frequency*	*Average Weekly Learner Workload*
Lecture	Every Week	1.50
Independent Learning Time	Every Week	550.00
	Total Hours	551.50

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	2	Mandatory
CW_BRLMB_B	Bachelor of Business(Honours) in Management	2	Mandatory

Programme Code	Programme	Semester	Delivery