

<b>Module Title:</b>	Business Applications II
<b>Language of Instruction:</b>	English
<b>Credits:</b>	10
<b>NFQ Level:</b>	6
<b>Module Delivered In</b>	<a href="#">8 programme(s)</a>
<b>Teaching &amp; Learning Strategies:</b>	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.
<b>Module Aim:</b>	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.
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner should be able to:</i>	
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.
<b>Pre-requisite learning</b>	
<b>Module Recommendations</b> <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
<b>Incompatible Modules</b> <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
<b>Co-requisite Modules</b>	
No Co-requisite modules listed	
<b>Requirements</b> <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
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**

<i>Assessment Type</i>	<i>Assessment Description</i>	<i>Outcome addressed</i>	<i>% of total</i>	<i>Assessment Date</i>
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

**ITCarlow reserves the right to alter the nature and timings of assessment**

**Module Workload**

<b>Workload: Full Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Laboratory	Every Week	2.75
Lecture	Every Week	0.25
Independent Learning	Every Week	4.00
Total Hours		7.00

  

<b>Workload: Part Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Every Week	1.50
Independent Learning Time	Every Week	550.00
Total Hours		551.50

**Module Delivered In**

<b>Programme Code</b>	<b>Programme</b>	<b>Semester</b>	<b>Delivery</b>
CW_HHIBU_B	<a href="#">Bachelor of Business ( Honours) in International Business</a>	2	Mandatory
CW_BBLAW_B	<a href="#">Bachelor of Business (Honours) in Business with Law</a>	3	Elective
CW_BBHRM_B	<a href="#">Bachelor of Business (Honours) in Human Resource Management</a>	2	Mandatory
CW_BBOPT_D	<a href="#">Bachelor of Business with Options in Management. International Business, Supply Chain Management, Marketing, Human Resource Management</a>	2	Mandatory
CW_BRLMB_B	<a href="#">Bachelor of Business(Honours) in Management</a>	2	Mandatory
CW_BBBBM_B	<a href="#">Bachelor of Business(Honours) in Management</a>	2	Mandatory
CW_BBSCM_B	<a href="#">Bachelor of Business(Honours) in Supply Chain Management</a>	2	Mandatory
CW_BBBUS_C	<a href="#">Higher Certificate in Business</a>	2	Mandatory