

Module Title:	IT for Business
Credits:	10
NFQ Level:	6
Module Delivered In	15 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 and screencasts. Self-Directed Independent Learning - the emphasis on independent learning will develop strong and autonomous work and learning practices.
Module Aim:	This module focuses on developing essential practical IT skills for working in a business environment. Students will learn Office 365 and the suite of Microsoft applications (MS Outlook, MS Excel, MS Word and MS PowerPoint). There will be an introduction to MS OneNote and MS Teams.
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Understand the role of the cloud and local networks in business for file organisation, sharing and virtual access.
LO2	Utilise a range of Office 365 applications for business purposes and collaboration/ teamwork and appreciate the interconnectivity of same.
LO3	Perform a range of spreadsheet functions to an intermediate level; gather and analyse data for specific business purposes.
LO4	Demonstrate report writing and presentation skills for communicating and reflecting on data analysis findings.
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 & collaboration

Introduction to Office 365, the Windows environment and the college network; using File Explorer, network drives and OneDrive for working with files and folders, including creating, saving, copying, moving, renaming, deleting and searching; using MS OneNote for organising work; using MS Teams for collaboration/ group work.

MS Outlook

Introduction to MS Outlook; email etiquette; creating, sending, receiving, forwarding, replying to and deleting emails; proper use of subject line; signatures and attachments; creating and using contacts and contact lists; using the calendar, making appointments;

MS Excel

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; creating and enhancing charts; saving as pdf

MS Word

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);

MS PowerPoint

Introduction to PowerPoint; creating presentations; slide structure, using templates, designing presentations; working with text; proofing content; working with images and multimedia; working with charts; transitions and animations; delivery methods - printing, publish to web, slideshow; using notes pages, making a professional presentation.

Assessment Breakdown	%
Continuous Assessment	100.00%

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 Class Notebook assignments practising application features.	1,2,3	45.00	Ongoing
Project	Cross-disciplinary Project: Learners will complete a cross-disciplinary data analysis project with QT. They will use a range of Office applications to gather and analyse data. Learners will demonstrate their QT knowledge and IT skills when communicating and reflecting on their findings both in writing and via an oral presentation. This project will partly be group-based, partly individual.	1,2,3,4	55.00	Ongoing

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>
Laboratory	Every Week	3.00
Independent Learning Time	Every Week	15.00
Total Hours		18.00

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_BBACF_B	Bachelor of Business (Honours) in Accounting and Finance	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_HHIBU_B	Bachelor of Business (Honours) in International Business	1	Mandatory
CW_BBIBM_B	Bachelor of Business (Honours) in Management	1	Mandatory
CW_BBSCM_B	Bachelor of Business (Honours) in Supply Chain Management	1	Mandatory
CW_BBBUS_D	Bachelor of Business in Business	1	Mandatory
CW_BBHRM_D	Bachelor of Business in Human Resource Management	1	Mandatory
CW_BBIBD_D	Bachelor of Business in International Business incorporating Double Degree	1	Mandatory
CW_BPMKT_D	Bachelor of Business in Marketing	1	Mandatory
CW_BBSCM_D	Bachelor of Business in Supply Chain Management	1	Mandatory
CW_BBCAA_C	Higher Certificate in Accounting	1	Mandatory
CW_BBLEG_C_1	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