Module Title:	Business Applications 4
Language of Instruction:	English

Credits:	5

NFQ Level:	6

Module Delivered In	9 programme(s)

Teaching & Learning Strategies:	Lab sessions - communication of knowledge by demonstration from the lecturer to the student. Problem solving Exercises will be utilised 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 the module is to build on the skills developed in Business Applications I and to provide students with the essential information technology skills and theory required for entering the workplace or for continued studies. Furthermore, students will develop skills in Web Development and learning the advanced features of Word.

Learning Outcomes	
On successful completion of this module the learner should be able to:	
LO1	Demonstrate the ability to use the advanced features of Wordprocessing
LO2	Demonstrate a basic understanding of the theory topics of hardware, software and telecommunications.
LO3	Design and create a website using a website development tool.
LO4	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 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*
Practical/Skills Evaluation	Practical skills in Web Development	3	20.00	Week 4
Practical/Skills Evaluation	Practical assessment	1,2	60.00	Week 9
Practical/Skills Evaluation	Cloud Computing explored	4	20.00	Week 12

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	3.00
Independent Learning	Every Week	6.00
	Total Hours	9.00

Workload: Part Time		
Workload Type	*Frequency*	*Average Weekly Learner Workload*
Lecture	Every Week	1.50
Independent Learning Time	Every Week	7.50
	Total Hours	9.00

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_BBACF_B	Bachelor of Business (Honours) in Accounting and Finance	4	Elective
CW_HHIBU_B	Bachelor of Business (Honours) in International Business	4	Elective
CW_BBBBM_B	Bachelor of Business (Honours) in Management	4	Elective
CW_BBSCM_B	Bachelor of Business (Honours) in Supply Chain Management	4	Elective
CW_BBBUS_D	Bachelor of Business in Business	4	Elective
CW_BBINB_D	Bachelor of Business in International Business incorporating Double Degree	4	Elective
CW_BPMKT_D	Bachelor of Business in Marketing	4	Elective
CW_BBSCM_D	Bachelor of Business in Supply Chain Management	4	Elective
CW_BBBUS_C	Higher Certificate in Business	4	Elective