# A6ICTIFS: ICT in International Financial Services

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| **Module Code:** | A6ICTIFS |
| **Long Title** | ICT in International Financial Services APPROVED |
| **Title** | ICT in International Financial Services |
| **Module Level:** | LEVEL 6 |
| **EQF Level:** | 5 |
| **EHEA Level:** | Short Cycle |
| **Credits:** | 5 |
| **Module Coordinator:** | JONATHAN BRITTAIN |
| **Module Author:** | JONATHAN BRITTAIN |
| **Departments:** | School of Business |
| **Specifications of the qualifications and experience required of staff** | |

| Learning Outcomes | |
|---|---|
| *On successful completion of this module the learner will be able to:* | |
| **#** | **Learning Outcome Description** |
| LO1 | Summarise, describe and present data in a useful and informative manner |
| LO2 | Proficiently use and apply of MS Word and Powerpoint |
| LO3 | Apply spreadsheet tools and techniques to assist with short term and long term decisions in the areas of International Financial Services. |
| LO4 | Summarise and describe the role and application of Information Technology in International Financial Services organisations. |

| Dependencies |
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| *Module Recommendations* |
| No recommendations listed |
| *Co-requisite Modules* |
| No Co-requisite modules listed |

| *Entry requirements* | |
|---|---|

# A6ICTIFS: ICT in International Financial Services

## Module Content & Assessment

### Indicative Content

**Role & Application of ICT & Info Systems in Fund Admin & IFS**
• ICT Vs IS • IT Components and Computer Performance • The Digital Firm • Types of Information Systems and role of IS in Organisations • Using IS/ICT for Competitive Advantage

**Use of Spreadsheet Models for Fund Administration and IFS.**
• Uses of spreadsheets in Fund Administration and IFS • Data entry & editing • Copying & moving data • Formatting data, conditional formatting, sorting data and filtering data • Rule of BODMAS • MS Excel shortcuts and navigation • Spreadsheet structure/layout using several scenarios • Inserting/deleting/modifying columns/rows • Formulae building & correct use of functions (SUM, AVG, VLOOKUP, IF, COUNTIF, text functions • Headers & footers • Pivot Tables and introduction to Charts • Importing/Exporting information • Use of Macros for automation • Protecting worksheets and workbooks • Printing and page layout

**Powerpoint and MS Word for day to day use in Fund Administration & IFS**
• Getting started with Powerpoint o Editing presentations and adding text content o Inserting art and objects o Managing the slide deck o Delivering the presentation o Printing sharing and saving the presentation • Getting started with MS Word o Working with text o Formatting text o Working with paragraphs o Working with pages o Using quick parts to work more quickly and efficiently o Adding tables o Adding graphics o Printing and sharing

| Assessment Breakdown | % |
| --- | --- |
| Coursework | 100.00% |

**Assessments**

## Full Time

### Coursework

| | | | |
| --- | --- | --- | --- |
| **Assessment Type:** | CA 1 (0380) | **% of total:** | 70 |
| **Assessment Date:** | n/a | **Outcome addressed:** | 1,2,3 |
| **Non-Marked:** | No | | |

**Assessment Description:**
In class exercises where students will demonstrate the ability to use Powerpoint, MS Word and MS Excel to manipulate, present and manage data. Students must also demonstrate tools and techniques to solve practical problems.

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| --- | --- | --- | --- |
| **Assessment Type:** | Formative Assessment | **% of total:** | Non-Marked |
| **Assessment Date:** | n/a | **Outcome addressed:** | 1,2,3,4 |
| **Non-Marked:** | Yes | | |

**Assessment Description:**
Formative assessment will be included by the provision of practice questions and ICT problems. Feedback will be provided individually or as a group in written and oral format, or on-line through Moodle. In addition, in class discussions will be undertaken as part of the practical approach to learning.

| | | | |
| --- | --- | --- | --- |
| **Assessment Type:** | Project (0050) | **% of total:** | 30 |
| **Assessment Date:** | n/a | **Outcome addressed:** | 4 |
| **Non-Marked:** | No | | |

**Assessment Description:**
With the use of a case study analysis, students will summarise and describe the role and application of Information Technology in organisations in IFS.

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| No End of Module Assessment |

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| No Workplace Assessment |

### Reassessment Requirement

**Coursework Only**
*This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.*

# A6ICTIFS: ICT in International Financial Services

| Module Workload | | | | |
| --- | --- | --- | --- | --- |

| Module Target Workload Hours 0 Hours | | | | |
| --- | --- | --- | --- | --- |

| Workload: Part Time | | | | |
| --- | --- | --- | --- | --- |
| *Workload Type* | *Workload Description* | *Hours* | *Frequency* | *Average Weekly Learner Workload* |
| Lecture | Learners will have 26 hours a semester of college-based classroom contact (2 hours per week). Of these, hours will be whole-class lectures and / or other tutor supervised learning activities. There are 13 week teaching timetabled within each semester, with a 'reading week' approximately half way through this period in which there will be no formal classes but in which learners will be engaged in tutor supervised independent learning, typically in preparation for assessments or other learning | 26 | Every Week | 26.00 |
| Independent Learning | No Description | 45 | Every Week | 45.00 |
| Workbased learning | No Description | 34 | Every Week | 34.00 |
| Directed Learning | directed e-learning | 20 | Every Week | 20.00 |
| | | | Total Weekly Contact Hours | 80.00 |

## Module Resources

*Recommended Book Resources*

> **Harvey, G. Excel 2016 all-in-one for dummies, New York; Wiley [ISBN: 978-1-119-07715-2].**

> **Laudon, K.C., Laudon, J.P. (2016), Management Information Systems: Managing the Digital Firm, 14th. Prentice Hall.**

> **John Walkenbach. (2016), Excel 2016 bible, New York; Wiley [ISBN: 978-1-119-06751-1].**

*This module does not have any article/paper resources*

*This module does not have any other resources*

**Discussion Note:**