

H6ICTA: ICT in Accounting and Finance

Module Code:	H6ICTA
Long Title	ICT in Accounting and Finance APPROVED
Title	ICT in Accounting and Finance
Module Level:	LEVEL 6
EQF Level:	5
EHEA Level:	Short Cycle
Credits:	5
Module Coordinator:	COLETTE DARCY
Module Author:	Joe Molumby
Departments:	School of Business
Specifications of the qualifications and experience required of staff	
Learning Outcomes	
<i>On successful completion of this module the learner will be able to:</i>	
#	Learning Outcome Description
LO1	Proficiently use and apply MS Word, MS PowerPoint, and MS Excel to assist with short-term and long-term decision making in the areas of Accounting and Finance.
LO2	Evaluate the role and application of Information Technology in organisations in the areas of Accounting and Finance
LO3	Identify the potential threats to computer security and possible controls that could be enacted to prevent or combat these threats
LO4	Demonstrate how to analyse and convert data into actionable outcomes
LO5	Discuss significant business information technology trends and emergent themes in the Digital Era
Dependencies	
Module Recommendations	
No recommendations listed	
Co-requisite Modules	
No Co-requisite modules listed	
Entry requirements	Programme entry requirements

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Module Content & Assessment			
Indicative Content			
MS Word to assist with short-term and long-term decision making in the areas of Accounting and Finance (10%) Getting started with MS Word Working with text Formatting text Working with paragraphs Working with pages Using quick parts to work more quickly and efficiently Adding tables Adding graphics Printing and sharing			
MS PowerPoint to assist with short-term and long-term decision making in the areas of Accounting and Finance (10%) Getting started with PowerPoint Editing presentations and adding text content Inserting art and objects Managing the slide deck Delivering the presentation Printing sharing and saving the presentation			
MS Excel to assist with short-term and long-term decision making in the areas of Accounting and Finance (20%) 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			
Role and application of Information Technology in organisations in the areas of Accounting and Finance (15%) 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 Role of IS in organisations in Accounting & Finance Systems Development Life Cycle Information Systems Development Feasibility Study and Business Value of Information Systems Considerations for choosing software tools and applications			
Computerised Accounting (10%) Computerised Accounting Packages for SME's using Sage Concentration on a sole trader environment General Ledger, Accounts Payable, Accounts Receivable, Cash Book, Fixed Assets, Inventory Management and Payroll.			
Potential threats to computer security and possible controls that could be enacted to prevent or combat these threats (10%) Security Risks & Threats Security Controls Contingency Planning Ethics Legal Considerations			
Database administration and management (10%) Data vs Information Data Analysis Identifying trends Big Data GDPR Privacy Cloud Storage Database Technologies			
Trends in ICT and Emergent Themes (15%) The Internet Social Media Mobile computing and wireless technologies Mix of in-house and outsourced services E Commerce Digital Markets Digital goods Cloud based applications Business Intelligence Information Management and managing knowledge Banking & Financial Services in the Digital area FinTech			
Assessment Breakdown			%
Coursework			100.00%
Assessments			
Full Time			
Coursework			
Assessment Type:	Continuous Assessment	% of total:	60
Assessment Date:	n/a	Outcome addressed:	1,4
Non-Marked:	No		
Assessment Description: Candidates are required to complete 3 in-class examinations. Each in-class examination will be worth 20%. Students will demonstrate the ability to use MS PowerPoint, MS Word and MS Excel to manipulate, present and manage data.			
Assessment Type:	Case Study	% of total:	40
Assessment Date:	n/a	Outcome addressed:	2,3,5
Non-Marked:	No		
Assessment Description: With the use of a case study analysis, students will summarise and describe the role and application of ICT in the areas of Accounting and Finance. Students will examine the threats to computer security and possible controls that could be enacted to prevent or combat these threats. Also, students will discuss significant business information technology trends and emergent themes in the Digital Era. The report (on MS Word) will come to approximately 2,000 words.			
No End of Module Assessment			
No Workplace Assessment			
Reassessment Requirement			
Repeat failed items <i>The student must repeat any item failed</i>			
Reassessment Description This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.			

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Module Workload				
Module Target Workload Hours 0 Hours				
Workload: Full Time				
Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Lecture	Classroom and demonstrations	2	Every Week	2.00
Lecturer Supervised Learning	Mentoring and small-group tutoring	1	Every Week	1.00
Directed Learning	Directed e-learning	3	Every Week	3.00
Independent Learning	Independent learning	8	Every Week	8.00
Total Weekly Contact Hours				6.00

Module Resources	
<i>Recommended Book Resources</i>	
Laudon, K.C., Laudon, J.P. (2020), Management Information Systems: Managing the Digital Firm, 16th edition. Prentice Hall.	
<i>Supplementary Book Resources</i>	
Peter Weverka. (2019), Office 365 All-in-One For Dummies, John Wiley & Sons, p.848, [ISBN: 978-1119576242].	
Jane E. Kelly. (2016), Sage 50 Accounts For Dummies, John Wiley & Sons, p.432, [ISBN: 978-1119214151].	
<i>This module does not have any article/paper resources</i>	
<i>Other Resources</i>	
<p>[Website], Sage, http://www.sage.co.uk</p> <p>[Website], SAP, http://www.sap.com</p> <p>[Website], Surf Accounts, http://www.surfaccounts.com</p> <p>[Website], Microsoft, http://www.office.microsoft.com</p>	
Discussion Note:	