H6BITS: Business IT Skills

Module Code:	H6BITS
Long Title	Business IT Skills APPROVED
Title	Business IT Skills
Module Level:	LEVEL 6
EQF Level:	5
EHEA Level:	Short Cycle
Credits:	5
Module Coordinator:	MICHELE KEHOE
Module Author:	Andrea Del Campo Dugova
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	Identify the evolving role of Information Systems within a business environment.
LO2	Outline the advancements in IT and its impact on global business
LO3	Explain the IT security and data privacy measures that a business should implement
LO4	Create, edit, format and produce a small range of business documents using a word processing package.
LO5	Use a spreadsheet package to create basic formulae and manipulate data for business calculations to include graph creation.

Dependencies
Module Recommendations
No recommendations listed
Co-requisite Modules
No Co-requisite modules listed
Entry requirements

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Module Content & Assessment

Indicative Content

Information Systems within the Business Environment
• Identify and examine systems that are used within the business environment • How data is used in the business environment – example of Big Data • The importance of ICT within modern day business • Industry examples of business transformation using IT

Security and Privacy Issues
• IT systems security • Cyber security and controls • Hackers, phishing and vishing • Data protection • Data privacy and control • Social media content and organisation fair usage statements

Word Processing
• Inserting, deleting, moving, copying text, character enhancement. • Formatting, margins, line spacing, indenting, paragraphing, headings. • Document layout, pagination. • Headers and footers. • Bullets and numbering, boarders and shading.

Spreadsheets
• Basic spreadsheet functions and formula • Printing and saving. • Adding, deleting and naming and linking worksheets. • Creating basic charts and simple functions (sum, average, max and min).

Assessment Breakdown	%
Coursework	100.00%

Assessments

Full Time

Coursework

Assessment Type:	Assignment	**% of total:**	30
Assessment Date:	n/a	**Outcome addressed:**	1,2,3
Non-Marked:	No		

Assessment Description:
Assignment Case study presentation exploring the use of IT systems within a business environment. This could include the introduction of new IT Systems to improve a service or product offering or to provide security against a potential cyber-attack.

Assessment Type:	Continuous Assessment	**% of total:**	70
Assessment Date:	n/a	**Outcome addressed:**	4,5
Non-Marked:	No		

Assessment Description:
Online portfolio submission that requires the student to submit assignments on a weekly basis commencing in week 2 up to and including week 8 using word processing and spreadsheet packages

No End of Module Assessment

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.

Reassessment Description
Students who do not achieve an overall pass mark in this module will be presented with a single assessment which will address all learning outcomes. This piece of assessment will be designed by the relevant member of faculty and validated by the second marker and extern.

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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	24	Per Semester	2.00
Tutorial	Mentoring and small-group tutoring	12	Per Semester	1.00
Independent Learning	Independent learning	89	Per Semester	7.42
			Total Weekly Contact Hours	3.00

Module Target Workload Hours 0 Hours				

Workload: Full Time				
Workload Type	*Workload Description*	*Hours*	*Frequency*	*Average Weekly Learner Workload*

Module Resources

Recommended Book Resources

> **KENNETH C.. LAUDON LAUDON (JANE P.),Jane P. Laudon. (2019), Management Information Systems: Managing the Digital Firm, 16th Ed. Pearson Education Limited Harlow, UK, [ISBN: 9781292296562].**
>
> **Alan Dillon. (2014), Step by Step Spreadsheets, 3rd Ed. Gill Education, p.384, [ISBN: 9780717160440].**

This module does not have any article/paper resources

Other Resources

> **[Website], Security,**
> **http://www.makeITsecure.org**
>
> **[Website], Microsoft,**
> **http://office.microsoft.com**
>
> **[Website], Data Ireland 2015, Data Protection,**
> **http://www.dataireland.ie**
>
> **[Website], CSO,**
> **http://www.cso.ie**

Discussion Note: