

<b>MODULE:</b>	<b>PRODUCTIVITY SOFTWARE</b>
<b>CODE:</b>	<b>BAJH-1-1-09</b>
<b>Number of Credits:</b>	<b>4 semester credits / 6 quarter units</b>
<b>Stage:</b>	<b>Foundation (I)</b>
<b>Theme:</b>	<b>Media &amp; Productivity Skills</b>
<b>Assessment Weighting:</b>	<b>Exam 40% Assignment 60%</b>

## **INTRODUCTION**

The module is designed to enable students to use the everyday and presentation software used in journalism and media communications. The module develops the students' computer-based skills using word processing, and presentation software. The module will use MS-office and Quark for teaching purposes. This will be altered in the light of industry developments should new standards emerge.

## **SYLLABUS**

### **Technology: An Overview**

Development of the computer

Current media technologies

Information sourcing, collecting, recording

Analysing and presenting data

Towards decision-making: expert systems, grammar checkers, wizards, etc

The effect of computers on the workplace

Likely future trends

### **Information : What is it ?**

What is information and how it is presented.

Examples from TV - Film - Video - Print. Writing - ogham, script, the alphabet - Roman and Arabic numerals.

Codes as a means of holding information - Morse code, ASCII, .TXT, PIF, etc.

Sources of information : public databases

The Data Protection Legislation

### **The computer as an information processing tool**

Digitisation of word, image and sound.

Programming and operating systems.

Software and hardware.

Peripherals. (Scanners, CD-ROM, printers, etc.)

### **Introduction to the Personal Computer**

Using the Operating System

Logging on : Passwords, etc.

Entering commands : DOS and Windows Commands

Directory Management

## File Management

### **Word-processing**

The Word-processing environment

Basic formatting : tabs, spacing, page size, justification

Editing : Move, Copy, Centre, Embolden, etc.

Support Features : Spell checking, Thesaurus, Indexing

Working with newspaper columns, sizing, editing graphics

Importing clip-arts, graphics

Creating and managing a database

### **Productivity Tools :**

*Presentation Graphics* : Generating slides

Generating presentations using effects

Other personal productivity tools

Organisers, calculators, indexes, etc.

### **Page Layout**

Differences between professional page layout and word processing software

Basic introduction to Quark and InDesign. Elementary page layout exercise using text and picture boxes combining text, headline and picture.