

MODULE: PRODUCTIVITY SOFTWARE

Semester:	I (Fall)
Stage:	I (Foundation)
Theme :	Media & Productivity Skills
Assessment Weighting:	Exam 40% Assignment 60%
Number of Credits:	4 semester credits / 6 quarter units

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.

MODULE AIMS

The module aims to:

- Familiarise students with the technology used in the communications industry
- Develop the students' confidence with technology
- Instil in students an enthusiasm for technology based change

MODULE LEARNING OUTCOMES

This module delivers / supports the following programme learning outcomes:

- Utilise knowledge gained to design and develop media artefacts
- Operate relevant media equipment to a high technical standard.
- Competently identify and apply the knowledge, concepts and perspectives relevant to their work in media related employment.

It does this by specifically ensuring that on module completion, students will be in a position to:

- Competently use a personal computer
- Understand the terminology used in PC operation
- Create and manage word processed files
- Use word-processing typographical features effectively
- Create presentations using a presentation package
- Gain introductory knowledge of page layout software

ASSESSMENT METHODS

An in-class computer based assignments will be set in word-processing, quark and presentation tools. The final examination will consist of a number of questions, the majority of which will require hands-on computer based solution.

Assessment Weighting:

Continuous Assessment 60%

Final Examination 40%