Module Details

Module Code:	ADMN B7Z02
Full Title:	Essential Office Applications APPROVED
Valid From::	Semester 2 - 2019/20 (February 2020)
Language of Instruction:	English
Duration:	1 Semester
Credits::	5
Module Owner::	
Departments:	Unknown
Module Description:	This module will provide students with essential analytical, word processing and presentation skills in computing.

Module Learning Outcome	
On successful completion of this module the learner will be able to:	
#	**Module Learning Outcome Description**
MLO1	Create high quality documents, including professional letters, memos, leaflets and small brochures as well as multi-page documents such as reports or theses to a standard compatible with business requirements.
MLO2	Design spreadsheets to analyse a set of numerical data using calculations, formula, functions and charts.
MLO3	Create an interactive electronic slideshow that incorporates such features as pictures, tables, and animation that may be used to support a professional presentation.

Pre-requisite learning
Module Recommendations   *This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named DkIT module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).*
No recommendations listed

Module Indicative Content

Word Processing
Editing, formatting, proofing and printing business documents to include mailmerge. Creating multi-page documents to include table of contents, indexes, footnotes and endnotes, citations, managing sources and creating a bibliography.

Spreadsheets
Understanding spreadsheet software. Working with formulas and functions. Formatting worksheets. Analysing data using formulas. Working with charts.

Graphics Presentation
Plan, create and format a presentation. Insert objects to include pictures, tables and charts. Create, modify and customise slide masters. Use slide show commands, transitions and animations to facilitate the smooth delivery of a professional business presentation.

Interactive eLearning
Where appropriate interactive eLearning tools will be employed in the delivery of this module.

Module Assessment

Assessment Breakdown	%
Course Work	100.00%

Module Special Regulation

Assessments

Full Time On Campus

Course Work			
Assessment Type	Continuous Assessment	**% of Total Mark**	40
Marks Out Of	0	**Pass Mark**	0
Timing	S1 Week 6	**Learning Outcome**	2
Duration in minutes	0		

Assessment Description
The Spreadsheet continuous assessment will comprise a series of independent challenges that will require critical thinking and application of the skills learned.

Assessment Type	Continuous Assessment	**% of Total Mark**	20
Marks Out Of	0	**Pass Mark**	0
Timing	S1 Week 9	**Learning Outcome**	3
Duration in minutes	0		

Assessment Description
The Presentation assessment will showcase MS PowerPoint skillset.

Assessment Type	Continuous Assessment	**% of Total Mark**	40
Marks Out Of	0	**Pass Mark**	0
Timing	S1 Week 13	**Learning Outcome**	1
Duration in minutes	0		

Assessment Description
The MS Word continuous assessment will comprise a series of independent challenges that will require critical thinking and application of the skills learned.

No Project

No Practical

No Final Examination

Reassessment Requirement

A repeat examination
Reassessment of this module will consist of a repeat examination. It is possible that there will also be a requirement to be reassessed in a coursework element.

Reassessment Description
A repeat assessment will be offered in the Autumn and will assess all learning outcomes.

Module Workload

Workload: Full Time On Campus

Workload Type	Contact Type	Workload Description	Frequency	Average Weekly Learner Workload	Hours
Practical	Contact	No Description	Every Week	2.00	2
Independent Study	Non Contact	No Description	Every Week	3.00	3
Directed Reading	Non Contact	No Description	Every Week	4.00	4
				Total Weekly Learner Workload	9.00
				Total Weekly Contact Hours	2.00

Workload: Part Time On Campus

Workload Type	Contact Type	Workload Description	Frequency	Average Weekly Learner Workload	Hours
Practical	Contact	No Description	Every Week	2.00	2
Independent Study	Non Contact	No Description	Every Week	3.00	3
Directed Reading	Non Contact	No Description	Every Week	4.00	4
				Total Weekly Learner Workload	9.00
				Total Weekly Contact Hours	2.00

Module Resources

Recommended Book Resources

Lambert, J.. (2013), Microsoft Word 2013 Step By Step, 1. Microsoft Press, [ISBN: 0735669120].

Frye, C.. (2014), Microsoft Excel 2013 Step By Step, 1. Microsoft Press, [ISBN: 0735681015].

Lambert, J.. (2013), Microsoft PowerPoint 2013 Step by Step, 1. Microsoft Press, [ISBN: 0735669104].

This module does not have any article/paper resources

Other Resources

Website, www.office.com.

Website, drive.google.com.

Website, www.dropbox.com.