MODULE SPECIFICATION

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Refer to guidance notes for completion of each section of the specification.

Module Code:	COM459

Module Title:	Advanced Word Processing & Presentations

Level:	4	**Credit Value:**	20

Cost Centre(s):	GACP	JACS3 **code**: HECoS code:	1900 100366

Faculty	Arts, Science and Technology	**Module Leader:**	Julie Mayers

Scheduled learning and teaching hours	36 hrs
Placement tutor support	0hrs
Supervised learning eg practical classes, workshops	0 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
Total contact hours	**36** hrs
Placement / work based learning	
Guided independent study	164 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered (not including exit awards)	Core	Option
Delivery as standalone or part of CPD package, aligned to BSc (Hons) Computing for QA and assessment only	☐	✓

Pre-requisites
None

Office use only

Initial approval: 28/11/2018Click or tap to enter a date. Version no:1

With effect from: 01/09/2019

Date and details of revision: 26/02/20 – change of module title and code Version no:1

Module Aims
The aim of this module is to develop advanced IT skills which enable students to further exploit the software tools made available to them as undergraduates. Furthermore, to build on existing IT skills to make students confident, competent and comfortable in using advanced information technology in the context of academic and workplace environments. By the end of this module, students will have a comprehensive knowledge and understanding of Word Processing and Presentation packages and have obtained a high standard of competence in two of the most common business applications.

Module Learning Outcomes - at the end of this module, students will be able to	
1	Demonstrate proficiency in the use of master documents, referencing, templates, styles, tables, forms, linking, mail merge, macros and automatic formatting
2	Using the advanced tools, identify methods of enhancing productivity by collaborating and reviewing documentation
3	Create, modify and enhance presentations incorporating the advanced tools of the software to deliver a more effective performance
4	Understand and demonstrate the principles of document presentation, usability and design strategies including considerations of the user experience.

Employability Skills **The Wrexham Glyndŵr Graduate**	**I = included in module content** **A = included in module assessment** **N/A = not applicable**
Guidance: complete the matrix to indicate which of the following are included in the module content and/or assessment in alignment with the matrix provided in the programme specification.	
CORE ATTRIBUTES	
Engaged	i
Creative	i
Enterprising	i
Ethical	n/a
KEY ATTITUDES	
Commitment	i
Curiosity	i
Resilient	i
Confidence	i
Adaptability	i
PRACTICAL SKILLSETS	
Digital fluency	i
Organisation	i
Leadership and team working	n/a
Critical thinking	n/a

Emotional intelligence	i
Communication	i

Derogations

None

Assessment:

Indicative Assessment Tasks:
Guidance: please ensure you add indicative word count and durations within the narrative body of this section

The assessment will take the form of coursework (100%) which will be based around the principles of document presentation, usability and design strategies that will allow the student to gain practical skills. Formative assessment will be carried out through laboratory exercises, making use of relevant tasks and scenarios.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1,2,3,4	Coursework	100

Learning and Teaching Strategies:

This module has an emphasis in the practical issues related to the creation and modification of documents and presentations. It will be delivered using a combination of formal lecturers, tutorials, practical demonstrations and lab sessions. Lectures will present the main concepts, while lab sessions will combine in-lab instruction and demonstrations with supervised exercises. These will be supported with additional materials, links to useful resources, additional exercises, peer support and tutor support in the VLE.

Syllabus outline:

Advanced features of Word Processing

- Applying advanced formatting to text, paragraph, column and tables
- Working with the referencing tool including footnotes, endnotes, captions, table of contents, indexes and cross references
- Improving productivity by using fields, forms and templates, linking and embedding data from other documents or applications, and using advanced mail merge and macros
- Working with master documents and subdocuments, watermarks, sections, headers and footers

Advanced features of PowerPoint

- Creating and modifying templates and design themes, formatting slide backgrounds, and using built-in drawing and image tools

- Applying advanced chart formatting features, and creating and editing diagrams, inserting movies and sound and applying built-in animation features
- Working with custom slide shows, applying slide show settings, controlling a slide show, and linking and embedding object from other applications.

Indicative Bibliography:
Essential reading
There are no essential textbooks; the module will use relevant online reference material and the lecture notes.
Other indicative reading
CiA Training Ltd, (2018). CiA Training.co.uk. [Online] Available at: http://www.ciatraining.co.uk/ Poatsy, M.A. et al. (2016). *Exploring Microsoft Office 2016 Vol 1*. Boston: Pearson. Manning, C. and Manning Swinson, S.L. (2017), *Microsoft Office 2016: A Skills Approach*. McGraw-Hill.