

Module: End-User Computing 161

Module name:	End User Computing 161
Code:	EUC161
NQF level:	5
Type:	Core – Diploma in Information Technology (all stream)
Contact time:	24 hours
Structured time:	4 hours
Self-directed time:	12 hours
Notional hours:	40 hours
Credits:	4
Prerequisites:	None

Purpose

This module focuses on enabling the student to create, edit and format documents for word processing, spreadsheet and presentation software for a variety of purposes. The student will learn how to use the various tools at their disposal to be efficient and effective and to convey information and data in a coherent and easy-to-read manner.

Outcomes

Upon successful completion of this module, the student will be able to:

- Demonstrate an informed understanding of the core areas of word processor, spreadsheet and presentation tools as well as the key terms, concepts, facts, and general principles that underlie these software packages.
- Demonstrate the ability to select and apply techniques within the scope of the word processor, spreadsheet and presentation software and to plan and implement these within the required context albeit word processing, spreadsheet or presentation.
- Demonstrate the ability to communicate information reliably, accurately and coherently using the tools provided by word processor, spreadsheet and presentation software whilst remaining cognisant of the general guidelines of communicating information clearly.
- Gather information and data from a range of sources and to select information appropriate to the task, and to apply basic processes of analysis, synthesis and evaluation on that information or data.


Assessment

Assessment is performed using a variety of instruments:




- Continuous evaluation of theoretical work through written assignments, formative tests, and a summative test.
- Continuous evaluation through tracking of progress, offering support, guidance and provision of constant stream of opportunities to prove mastery of subject material and pursuing more challenging work as they master the basics.
- Final assessment through an examination.

Teaching and Learning

Prescribed books (EBSCO)

 **Foulkes, L. (2020). Learn Microsoft Office 2019: A Comprehensive Guide to Getting Started with Word, PowerPoint, Excel, Access, and Outlook. Packt Publishing Ltd. [9781839217258]**

Additional Material

 **Gookin, D. (2015). Word 2016 for Dummies. Wiley. [ISBN: 9781119076896]**
 **Walkenbach, J. (2015). Microsoft Excel 2016 Bible. Wiley. [ISBN: 9781119067511]**
 **Lambert, J. (2016). Microsoft PowerPoint 2016 Step by Step. Microsoft Press. [ISBN: 9780735697799]**

Learning activities

The teaching and learning activities for this module lean heavily towards practical implementation of the various software tools discussed. Students will engage practically with the content of the module with the lecturer evaluating, supporting and guiding where needed.

Notional learning hours

Contact	Distance	Other	Type of learning activities	% Learning
y	y	n	Lectures (face-to-face, limited interaction or technologically mediated)	40%
y	y	n	Tutorials: individual groups	20%
n	y	n	Syndicate groups	10%
n	y	n	Independent self-study of standard texts and references (study guides, books, journal articles)	10%
n	y	n	Independent self-study of specially prepared materials (case studies, multi-media, etc.	20%

Syllabus

1. Word Processing
 - a. Typical uses of word processing in the workplace
 - b. Typography
 - c. Using styles
 - d. Creating cover pages, table of contents, bibliography
 - e. Headers and footers
 - f. General formatting
 - g. Inserting media
 - h. Reviewing and tracking
2. Spreadsheets
 - a. Typical uses of spreadsheets in the workplace
 - b. Formatting
 - c. Using basic calculations

- d. Using aggregate functions
- e. Charts
- 3. Presentations
 - a. Using templates and the design features
 - b. Formatting and typography
 - c. Using media
 - d. Animations and transitions
 - e. Presenting a slideshow