Module Title:	Document Design and Presentation
Language of Instruction:	English

Credits:	5

NFQ Level:	6

Module Delivered In	1 programme(s)

Teaching & Learning Strategies:	Lab sessions - communication of knowledge from the lecturer to the student through demonstrations. Problem Solving Exercises - student will work both individually and as part of a team to resolve various computer applications tasks/ scenarios. E-Learning - the module will be supported with online learning materials. Self-Directed Independent Learning - the emphasis on independent learning will develop strong and autonomous work and learning practices.

Module Aim:	In this module students will learn to use the keyboard to an efficient level. Students will also learn to use word processing software to be able to produce business documents to a mailable standard from typewritten and manuscript copy. Furthermore, students will learn to use Microsoft Outlook proficiently and will learn to create professional PowerPoint presentations.

Learning Outcomes
On successful completion of this module the learner should be able to:

LO1	Touch type 30 words per minute at 97% accuracy.
LO2	Utilise the main features of the college email system.
LO3	Utilise a range of word processing features to an intermediate level.
LO4	Produce business documents accurately and efficiently from manuscript and from typescript drafts.
LO5	Proof-read and correct material containing typographical errors, errors of agreement etc.
LO6	Create and make professional PowerPoint presentations.

Pre-requisite learning
Module Recommendations *This is prior learning (or a practical skill) that is recommended before enrolment in this module.*
No recommendations listed
Incompatible Modules *These are modules which have learning outcomes that are too similar to the learning outcomes of this module.*
No incompatible modules listed
Co-requisite Modules
No Co-requisite modules listed
Requirements *This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.*
No requirements listed

Module Content & Assessment

Indicative Content

Keyboard skills (40%)
Good ergonomics and technique at the keyboard; emphasis on speed building based on a foundation of accuracy; introduction to software for improving keyboard skills.

Business documentation (20%)
Working with manuscripts and typewritten drafts; producing different types of business documentation; amending text as instructed; expanding abbreviations; proofreading material containing typographical errors, errors of agreement, punctuation, spelling errors.

General word processing (20%)
Introduction to the windows environment and Microsoft Word; creating and saving documents; printing documents; editing and formatting text; formatting paragraphs; formatting pages; proofing documents; using bullets and numbering; creating tables, charts and SmartArt; styles and themes; page numbering, headers and footers; working with illustrations.

College email system (10%)
Introduction to college email system; creating, retrieving and reading mail; replying to, forwarding and deleting mail; signatures and attachments; using address books and distribution lists; working with the calendar; arranging meetings

PowerPoint Presentation (10%)
Introduction to PowerPoint; creating and saving presentations; printing presentations; designing presentations; working with pictures and multimedia, working with charts.

Assessment Breakdown	%
Continuous Assessment	100.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Examination	Keyboard skills exam	1	40.00	Sem 1 End
Portfolio	Business documentation portfolio	2,3,4,5	50.00	n/a
Presentation	PowerPoint presentation	6	10.00	n/a

No Project

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time		
Workload Type	*Frequency*	*Average Weekly Learner Workload*
Laboratory	Every Week	2.00
Independent Learning	Every Week	2.00
	Total Hours	4.00

Workload: Part Time		
Workload Type	*Frequency*	*Average Weekly Learner Workload*
Laboratory	Every Week	1.00
Independent Learning Time	Every Week	1.00
	Total Hours	2.00

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_BBADM_D	Bachelor of Business in Business Administration	1	Mandatory