

SECTION A: CATALOGUE

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| CODE: | HEQC/H06/SCI/SLCOMP (non-credit-bearing) | | |
| TITLE: | ComCo Presentations (as part of Community Computer Programme) | | |
| NQF LEVEL: | 3 | | |
| CREDITS: | Non-credit-bearing | NOTIONAL LEARNING HOURS: | 36 |
| FORMAL CONTACT TIME: | 18 hours | | |

Learning Assumed to be in Place: Basic Literacy skills for reading and interpreting instructions given in course manual. The credit value of this unit is based on a person having the prior knowledge and skills to operate a personal computer. No formal qualification is required.

LEARNING OUTCOMES:

At the end of this module the student will be able to:

- Demonstrate basic knowledge of the uses and features of a presentation programme
- Adjust basic settings and save a presentation document in another file format
- Create and edit a new presentation with the use of the Design Templates
- Create a new presentation document and modify it
- Format document and text
- Print the document
- Add, modify and move drawn objects within a presentation slide
- Create, add and manipulate charts within a slide
- Insert and manage images and other objects within a slide
- Apply animation and transitions to a presentation document
- View and present a slide show.
- Create and print speaker's notes
- Print audience handouts.

BRIEF DESCRIPTION OF CONTENT:

- Knowledge of the uses and features of a presentation graphics package on a personal computer
- Methods for producing a presentation ready for printing and distribution
- Basic operations associated with creating, formatting and finishing a presentation
- The uses and advanced features of a presentation graphics package on a personal computer
- Creation, importing and modifying drawn objects, charts, images and other objects into a presentation document
- Preset animations and transitions to slides within a presentation document
- Delivering of a slide show.
- Creation and printing of speaker's notes
- Printing of audience handouts.

CRITICAL OUTCOMES:

- Using computer technology effectively and critically;
- Collecting, analyzing, organizing and critically evaluating information;
- Organise and manage oneself and one's activities responsibly and effectively;
- Working effectively with people as a member of a team.

METHOD OF ASSESSMENT:

Practicals, Tests

Practical Exam will comprise of one 2-hour paper.

ORGANISING FIELD: 10 – Physical, Mathematical, Computer and Life Sciences

APPROVAL DATE: February 2007

REVIEW DATE: End of 2009

DEPARTMENTAL OR PROGRAMME "HOME":

Department of Computer Science and Informatics - UFS sustained

DEVELOPER/COORDINATOR:

Module was developed by Ms N de Sousa. The module will be coordinated by a relevant member of the Department of Computer Science and Informatics.

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