

**BA ASSIGNMENT SPECIFICATION**

Student name:		Student P number:	
Programme:	BA Leisure, Events, Tourism and Sport Portfolio		
Module:	Applied Personal and Professional Development	Module Level (4, 5, 6):	4
Module code:	M1X 9040	Contribution to Overall Module Assessment (%):	50%
Lecturer:	Angela Masurier	Internal Verifier:	Karen Jones
Assignment Title:	IT Productivity Through Software Usage	Assignment No (x of x):	2 of 2
Hand Out Date:	27/10/2011	Submission deadline:	15/05/12
Penalties for late submission: Up to one week late, maximum mark of 40%. Over one week late, Refer. Only Year Tutors and the Programme Director may grant an extension (see handbook for guidance)			

Referencing:	In the main body of your submission you must give credit to authors on whose research your work is based (Harvard system of referencing)). Append to your submission a reference list / bibliography that indicates the books, articles, etc. that you have read or quoted in order to complete this assignment (e.g. for books: surname of author and initials, year of publication, <u>title of book</u> , edition, publisher: place of publication).		
Disclosure:	I declare that this assignment is all my own work and that I have acknowledged all materials used from the published or unpublished works of other people. All references have been duly cited.		
Student's Signature:		Date:	

Learning Outcomes tested (from module syllabus)	Assessment Criteria To achieve each outcome a student must demonstrate the ability to:
Create a portfolio of work that demonstrates knowledge and applied skill of a variety of academic and career skills including business software applications.	- Produce a written report in a suitable format. - Employ an appropriate system of referencing to evidence research. - Provide a range of word processing software features (e.g. e-Referencing, automatic TOC, tables) in the production of a variety of documents (e.g. essay, report, CV) - Use a range of spreadsheet software features (e.g. formulae, charts) in the production of spreadsheets. - Use a range of presentation software features (e.g. slide design, animations) in the production of professional slides.

- Please submit the assignment parts in a suitable report folder– not in polypockets.
- The assignment specification (including tasks, marking scheme and coursework feedback form) should be at the front of the submission. Assignments will not be accepted without a specification as it is a requirement that you sign the disclosure regarding referencing convention.
- An electronic version of the assignment must be submitted to Turnitin (via Moodle)

TASK DESCRIPTION

Student Briefing Notes

The use of office-based software such as Microsoft Office is the norm in modern organisations. To demonstrate your competence in the use of office-based software, you must create a Portfolio of ICT evidence that demonstrates your knowledge and use of a variety of ICT features/functions during your studies to date (electronic evidence). This portfolio gives you opportunities to demonstrate the *practical* skills you have learned and deployed throughout your level 4 studies. The Portfolio is expected to contain a variety of documents that you have created throughout the year (e.g. personal timetables) and in the submission of other assessments, for example, word-processed and referenced essays and reports, copies of presentation slides, spreadsheets.

1. **Provide a written report of approximately 1200 words on the advantages of using Microsoft Word, Excel and PowerPoint.** Include an evaluation of the evidence you have compiled in your Portfolio on how the use of ICT has influenced the way you create course work.

(Weighting 20%)

Evidence in your portfolio should demonstrate competence in the following areas:

2. **The use of a word processing application package (Microsoft Word) for your own benefit.** Evidence may include, for example, student timetables, posters for information, a variety of letters, reports, completed assignments, etc. and any other relevant word-processed document. Show your ability to use the outline mode; create an automatic table of contents, table of figures, bibliography and citations, transfer charts and figures from other applications.

(Weighting 20%)

3. **Use of a business presentation package (Microsoft PowerPoint).**

Evidence may include, for example presentations that demonstrate the use of slide design, animations, transitions, graphics, charts etc. Show your ability to use the features available to produce slides that are dynamic, consistent and professional. **Collate what you have achieved with ICT in a PowerPoint presentation that links the supporting evidence of all the packages together.**

(Weighting 30%)

4. **The use of a spreadsheet application (Microsoft Excel).**

Evidence may include, for example, spreadsheets that record financial results, student personal information (a basic database) and/or any other relevant document that may be interrogated. Show your ability to create charts, pivot tables, in-built functions, cell arithmetic and absolute addressing, for example.

(Weighting 20%)

5. **Structure and presentation of report.**

Report follows conventions in terms of layout and appropriate sections. Correct spelling, grammar, punctuation, flow of narrative/fluency, coherence. Word processed, strict word limit.

(Weighting 10%)

PROVIDE A CD/DVD DISK OR MEMORY STICK THAT CONTAINS THE PRESENTATION AND SUPPORTING EVIDENCE, WHICH MUST BE ATTACHED TO THE BACK COVER OF THE WRITTEN REPORT IN A SUITABLE ENVELOPE.

COURSEWORK FEEDBACK TO STUDENTS

Task or skill No	Criteria on which the marking is based (marking scheme) and lecturer feedback/suggestions for improvement on each area. (This may be task-based or skills-based.)	Marks available	Marks awarded	2 nd marker
1	Report Writing (relevant key issues in terms of benefits identified and explored. A focused, analytical discussion rather than a loose, descriptive account. Correct use of referencing to denote authorship, with reference list/ bibliography appended.)	20		
2	Microsoft Word (evidence provided should demonstrate a wide range of skills using advanced features appropriately to produce academic and professional documents.)	20		
3	Microsoft Excel (show your ability to create charts, pivot tables, in-built functions, cell arithmetic and absolute addressing.)	20		
4	Microsoft PowerPoint (show your ability to use the features available to produce slides that are dynamic, consistent and professional. Collate supporting evidence and produce a presentation that links all of the packages together.)	30		
5	Structure and presentation (follows conventions in terms of layout and appropriate sections. Correct spelling, grammar, punctuation, flow of narrative/fluency, coherence. Word processed, strict word limit.)	10		
	TOTAL	100		

Referencing (please tick)	Serious deficiency	Needs some improvement	Satisfactory	Good
Referencing system (in-text)				
Reference list				
Suggestions for improvement				

Second Marker's Comments:			
Second Marker's Signature:		Date:	

Generic Grading Criteria (Degree)

0-35	A mark in this range is indicative that the work is below the standard required at the current level of your Degree programme. Work falls short of the threshold standards in relation to one or more of knowledge, intellectual, subject based or key skills. Work is based on only minimal understanding, application or effort. It will offer only very limited evidence of familiarity with knowledge or skills appropriate to the field of study or task and/or demonstrate inadequate capability in key skills essential to the task concerned. It may address the assessment task to some extent, or include evidence of successful engagement with some of the subject matter, but such satisfactory characteristics will be clearly outweighed by major deficiencies across remaining areas. Other reasons for failing the coursework may include excessive absenteeism; academic dishonesty (cheating), plagiarism or failure to participate in teamwork.
35-39	A mark in this range is indicative that the work is below, but at the upper end is approaching the standard required at the current level of your Degree programme. Whilst some points are correctly presented there are serious errors and/or omissions and/or irrelevant material. It indicates work of an insufficient standard. It will show very limited knowledge or understanding of the relevant subject area, and display weak writing and analytical skills and/or poor application of technique. Writing will exhibit weak grammar, very inadequate or absent references and/or bibliography and may contain major factual errors. Quantitative work will contain significant errors and incorrect conclusions.
40-49	A mark in this range is indicative that the work is of an acceptable standard at the current the level of your Degree programme. Work demonstrates some familiarity with and grasp of a factual/conceptual knowledge base for the field of study and/or ability to employ specialist skills, but only just meeting threshold standards. Work may be characterised by some significant errors, omissions or problems, but there will be sufficient evidence of development and competence. Writing may be poorly presented without properly laid out referencing/bibliography, or in the case of quantitative work, it may not be possible to follow the logic and reasoning leading to the results obtained and the conclusions reached.
50-59	The work is of a satisfactory to very satisfactory standard at the current level of your Degree programme. Work demonstrates ability to evaluate new information, concepts and evidence from a range of sources and generate ideas through the analysis of concepts at an abstract level. Arguments and issues will be discussed and referenced, but these may not be fully documented or detailed. The work will be mostly accurate and provide some evidence of the ability to analyse, synthesise, evaluate and apply required methods/techniques. There will be no serious omissions or inaccuracies. There will be good evidence of ability to take responsibility for own learning including the selection and use of relevant techniques and applying creative skills. With quantitative work it should be possible to follow the logical steps leading to the answer obtained and the conclusions reached.
60-69	A mark in this range is indicative of that the work is of a very good standard for the current level of your Degree programme. Work of commendable quality commanding wide ranging specialised technical, creative and/or conceptual skills. There will be consistent evidence of capability in all relevant subject-based skills, including the ability to self-evaluate and work autonomously and to use effectively specified techniques in appropriate contexts. Writing work will make excellent use of appropriate, fully referenced, detailed examples and there will be clear evidence of analysis, synthesis and evaluation. Any quantitative work will be clearly presented, the results should be correct and any conclusions clearly and accurately expressed.
70-84	A mark in this range is indicative that the work is of an excellent standard for the current level of your Degree programme. Work is based on a rigorous and broad knowledge base, demonstrating ability to analyse, synthesise, evaluate concepts and/or interpret and describe the creative expression and the associated workflow process including both the design and development/production considerations. The work will go beyond that provided on reading lists and include independent work. There will be strong evidence of competence across a range of specialised skills and the capability to operate autonomously. The work will exhibit excellent levels of knowledge and understanding, with elements of originality and flair.
85-100	A mark in this range is indicative of outstanding work. Marks in this range will be awarded for work that exhibits excellent levels of knowledge and understanding throughout with substantial elements of originality and flair. The work will demonstrate a broad range of critical reading that goes well beyond that provided on reading lists. Marks at the upper end of the range will indicate that the work is of publishable, or near publishable academic standard.