SWANSEA METROPOLITAN UNIVERSITY
PRIFYSGOL FETROPOLITAN ABERTAWE

Faculty of Business and Management/Cyfadran Busnes a Rheolaeth

RESULT

HNC/D ASSIGNMENT SPECIFICATION

Student name:		**Student P number:**	
Programme:	**HNC/D Leisure, Events, Tourism and Sport Portfolio**		
Module:	**Applied Personal & 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:**	**15/05/2012**
Penalties for late submission: Up to one week late, maximum mark of a PASS grade. 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, title of book, 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I declare that this assignment is all my own work and that I have acknowledged all materials used from the published or unpublished works of other people.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– <u>not</u> 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	2nd 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 (HNC/D)	
Referred / Fail	**The work is far below the standard required at the current level of your Higher HNC/D 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 inadequate or absent references and/or bibliography and may contain major factual errors. 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. Quantitative work will contain significant errors and incorrect conclusions. Other reasons for failing the coursework may include academic dishonesty (cheating), plagiarism or failure to participate in teamwork.
Pass	**The work is of an acceptable standard at the current level of your HNC/D programme.** The work will be mostly accurate and provide some evidence of the ability to analyse, synthesise, evaluate and/or apply standard methods/techniques. There will be no serious omissions or inaccuracies. Writing may be poorly presented without properly laid out referencing/bibliography, or in the case of quantitative work, it may be difficult to follow the logic and reasoning leading to the results obtained and the conclusions reached. Work may be characterised by some errors, omissions or problems, but there will be sufficient evidence of development and competence.
Merit	**The work is of a good to very good standard for the current level of your HNC/D programme.** Work of commendable quality based on a strong factual/conceptual knowledge base for the field of study and/or effective application of skills and techniques relevant to the assessment task. There will be clear evidence of analysis, synthesis, evaluation and application. Writing will make use of appropriate, fully referenced, detailed examples. Any quantitative work will be clearly presented, the results should be correct and any conclusions clearly and accurately expressed.
Distinction	**The work is of an excellent standard for the current level of your HNC/D programme.** Work is based on a broad knowledge base, demonstrating sustained ability to analyse, synthesise, evaluate and interpret concepts, principles and/or data within the field of study and/or creative and original application of relevant skills and techniques. The work will go beyond that provided on reading lists and include independent argument/application.