

➔ Co-curricular Credits

ACADEMIC YEAR 2009-2010



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Co-curricular Activities

At The University of the West Indies, we are committed to providing students with opportunities for a well-rounded educational experience. In this regard, we are delighted to include co-curricular activities in our University programme offerings and render recognition of these through the award of credits.

The co-curricular programme at the St. Augustine Campus focuses on Debating, Leadership/Service, Professional: Microsoft Office, Sports and Workplace Protocol for Students. These five areas will allow students to develop a range of important life skills which would include healthy living, team work, leadership and management.

St. Augustine Campus' co-curricular programme is specifically designed to:

- Develop responsible citizens who contribute meaningfully to the development of their communities.
- Harness students' creativity and achieve their fullest potential.
- Help students effectively manage stress as well as their time.
- Build students' competencies in project planning and execution.
- Strengthen camaraderie and unity among students.

We encourage all students to be actively involved in at least one co-curricular activity during their stay at UWI - St. Augustine Campus

FAQs

Q. Why should I register for Co-curricular Credits?

A. Co-curricular credits are awarded for activities designed to cultivate a range of skills – leadership, management, team building, interpersonal, creative, social and professional. These skills are essential to creating well-rounded students prepared for the world of work.

Q. When can I register for Co-curricular activities?

A. You can register for Co-curricular activities at any time during your undergraduate programme, but after your first semester of year one.

Q. What are the Co-curricular activities offered at the St. Augustine Campus?

A. At the St. Augustine Campus, co-curricular credits are awarded for involvement in the following activities: • Debating (only offered if Debating Society is active) • Leadership and Service • Professional: Microsoft Office • Sports: Minding SPEC • Workplace Protocol for Students.

Q. Am I eligible for Co-curricular credits?

A. All students, regardless of level, can register for a maximum of three (3) co-curricular credits (which is equivalent to a Level I -semester course and is NOT used in the calculation of your weighted Grade Point Average (GPA).

Q. What if I can't fit Co-curricular credits into my degree structure?

A. Co-curricular credits should normally form part of the required credits for your degree (i.e. they should replace a Level 1 semester course). However, if your degree structure does not allow for this type of substitution, the co curricular activity will appear on your final transcript.

Q. Would I get recognition for Co-curricular activities that exceed three-credits?

A. Any additional Co-curricular activities in excess of the three credits will be considered as NOT FOR CREDIT (NFC) and would be noted on your transcript.

Q. How are Co-curricular activities graded?

A. Co-curricular activities are graded as "PASS" or "FAIL".

Q. Exactly how will I be assessed?

A. Each co-curricular activity has its methods of assessment/evaluation clearly outlined. You will be assessed based on these criteria. You should note that you are required to be involved in the cocurricular activity for at least one semester. There will be continuous assessment of your performance during this period.

Q. How do I register for Co-curricular activity?

A. Registering for co-curricular activity involves the following steps:

- Step 1: Collect a co-curricular handbook from the Student Advisory Services or Faculty Office.
Students are required to study and to understand the requirements for each co-curricular activity.
- Step 2: Collect a Pre Registration Activity Form from Student Advisory Services for Leadership and/ Service and for Microsoft Office, Office of Sport & Physical Education for Minding SPEC, and Dean's Office, Faculty of Social Sciences for Workplace Protocol for Students.
- Step 3: Once you have completed the Pre Registration Activity Form return it to the department from which it was collected for initial approval by the respective co curricular department representative.
- Step 4: Discuss with your Dean and/or Co-Curricular Coordinator how you might integrate a co-curricular activity within your degree programme.
- Step 5: Once integration is possible and the Faculty has signed the Pre Registration Activity Form, return the form to Student Advisory Services to complete your registration.

Co-curricular activity looks good on a CV



Guidelines

1. Co-curricular credits are optional
2. Students can become eligible for co-curricular credits at any time during the degree programme, but only after their first semester, if you are a year one student
3. Each student is eligible for no more than three (3) credits towards his/her degree for involvement in co-curricular activities.
4. Co-curricular credits shall normally form part of the required credits for a degree. However, in special circumstances, if co-curricular credits are earned in excess of those required for the degree, these and the associated activity will be included on the student's transcript.
5. Students must be involved in the Co-Curricular activity for at least one semester.
6. Students wishing to pursue a co-curricular activity must seek approval prior to registering for the course.
7. Co-curricular activities are equivalent to a Level 1 semester course and are NOT used in the calculation of your weighted Grade Point Average (GPA).
8. The grading of co-curricular activity shall be PASS/FAIL only.
9. Co-curricular credits cannot replace core course requirements in any faculty.
10. Co-curricular registration would only be completed for activities to be undertaken NOT those already passed.
11. Students who have registered for the course in Oral Communication, Faculty of Humanities & Education, would not qualify for Co-curricular credits in Debating (and vice versa).
12. The withdrawal process for a student registered for a Co-curricular course is similar to that for any other course.



Sports: Minding SPEC

- Department:** Sport and Physical Education
Location: Sport and Physical Education Centre (SPEC)
Semester: 1 (after completion of first semester of first year) or Semester 2
Year: 2009-2010
Course title: **Minding SPEC**
Course code: **COCR 1001**

Course Description

In Minding SPEC, university students participate in scheduled sport activities at the Sport and Physical Education Centre (SPEC) for which credits are awarded. Students become members of sporting groups, and these affiliations allow students to plan, practice, and compete together, as well as benefit from all the personal and social development opportunities that accompany membership in a sports group at SPEC.

Students may also participate at the technical level as assistant coaches, trainers etc, and may also conduct projects, enquiry or small research projects in sport.

A schedule of participation is organised at the outset, which allows students to practice and play within a predictable schedule of fair play. Students determine their own Learning Plan (see page 12).



Fulfilment of selected goals and a “praxis” (practical) assignment selected in students’ Learning Plan will determine the award of co-curricular credit for sport.

A culminating event marks the end of the season and provides both the occasion to recognise progress and the opportunity to celebrate successes.

Records are kept and used for purposes of motivation, feedback, assessment, and the building of standards and traditions. Continuous efforts are made to promote the rewards of successfully participating in a sports group at SPEC.

Purpose of the Course

Minding SPEC is a process through which university students are offered co-curricular credit for participating in sport activities and projects at the Sport and Physical Education Centre (SPEC).

Along with the co-curricular credit on offer, participation allows for personal growth, organisational experience and the opportunity to work and play alongside students from other faculties in the friendly, healthy atmosphere provided by the Sports and Physical Education Centre.

Students will all get the same opportunity to participate and learn game play. Their performances all contribute to team and organizational success. Their chosen sports are modified to be appropriate for the skill levels & tactical competence of the students. Students also learn more than the performer role. Each semester of co-curricular activity allows students to also learn to referee, keep score, and keep performance statistics. Students can also get to be coaches, managers, team publicity directors, team trainers, and perform other such roles.

Content

- Students determine their own Learning Plans for Minding SPEC
- Sport selection and determination of student profiles (competence levels)
- Team selection and planning of practice & game schedule
- Rules, strategies, customs, and courtesies which define chosen sport
- Technical, human and conceptual skills
- Roles and functions of persons in sport and physical education centres
- Record keeping and data collection and importance to evaluation
- Culminating event/authentic assessment
- Celebrating co-curricular credit

Goals/Aims

The goal of the Minding SPEC module is to provide authentic, educationally rich sport experiences for university students in the context of a Sport and Physical Education Centre in order to award credit to university students for becoming competent, literate, and enthusiastic sportspersons.

- Competent in the sense that they are more knowledgeable game players.
- Literate in the sense that they understand and value sport, and can distinguish between good and bad sport practices.
- Enthusiastic in the sense that they participate and behave in ways that preserve, protect and enhance sport & physical education centres.



General Objectives

At the end of the course the student should be able to:

1. understand the importance of sport & physical education
2. know the roles and functions of persons in a sports team
3. understand how these roles and functions are interrelated
4. use collaborative learning methods for effective player development
5. know the rules, strategies, customs, and courtesies which define chosen sports
6. understand relationship of record keeping to feedback, motivation and assessment
7. appreciate the value of participating in sport (teams)
8. apply the knowledge learned to everyday situations

Topic or Unit Objectives

Upon completion of this course, you will be able to:

1. Identify the roles and functions of persons participating in a sports activity
2. Select appropriate roles to play that ensure a productive sports activity
3. Demonstrate your knowledge of the roles and functions of such persons
4. Illustrate your understanding of the rules of their chosen sport
5. Appreciate the value of participating in sport groups (teams)
6. Use data collection methods to provide feedback and make assessments
7. Reflect on student participation in sports
8. Apply the knowledge learned to everyday situations

Assignments

- Complete Learning Plan for Sport
- Attend three (3) in class lectures
- Participate in at least one practice session per week
- Select four (4) goals and complete one (1) (practical) assignment (PA) from the list provided in the Learning Plan at the end of this section

Assessment & Evaluation

1. Students will be expected to participate at least one session per week.
2. Students will be expected to assist in at least one session per week.
3. Students will be expected to complete chosen goals and praxis assignment.
4. Students will be expected to participate in discussions related to the benefits of participating in sports and the various roles of people in SPEC.
5. Initially assessment of this course will be very informal. Oral reviews and assessments will take place at the beginning and end of each session.
6. Program participation will constitute 30%, completed goals 50% and praxis assignment will constitute 20%.
7. All Learning Plans will be determined on the first day of class, and are to be completed on time as specified by the instructor.
8. Any students with learning disabilities should kindly inform the SPEC administration so that the

Learning Plan for Minding SPEC

Name _____ Faculty _____

Chosen Sport _____

Rate your present skill.

Pro excellent very good good ok could be better don't know

Where would you like to be?

Pro excellent very good good ok could be better don't know

What two (2) roles would you like to perform?

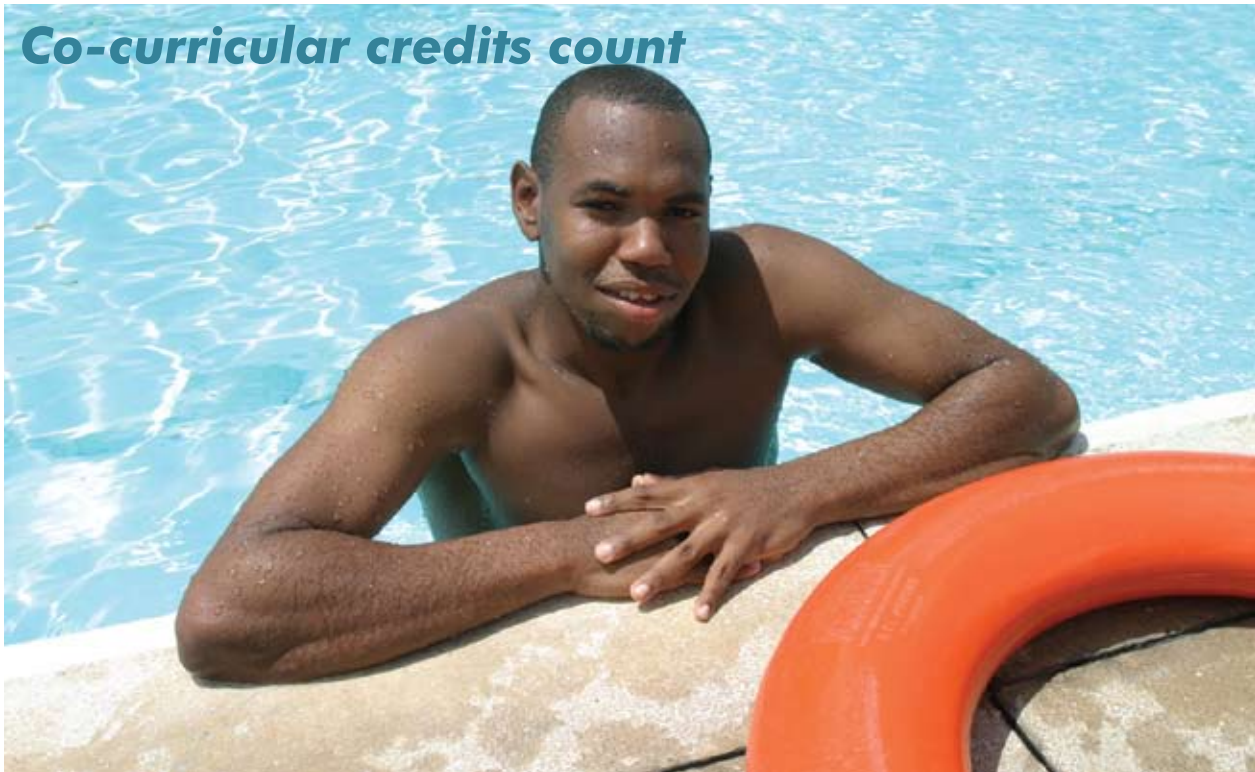
<input type="checkbox"/> Player	<input type="checkbox"/> Captain Coach	<input type="checkbox"/> Organising Committee	<input type="checkbox"/> Dispute panel
<input type="checkbox"/> First Aid Officer	<input type="checkbox"/> Records Officer	<input type="checkbox"/> Publicity Officer	<input type="checkbox"/> Referee/Umpire
<input type="checkbox"/> Peer Counselor	<input type="checkbox"/> Timekeeper	<input type="checkbox"/> Scorer	<input type="checkbox"/> Equipment Officer

What group would you want to be in?

Play and laugh _____ Play and compete _____

1. All students will participate in lectures and skills development drills.
 2. Each student must select three (3) goals AND one (1) praxis (practical) assignment from the list below.
 - Goal A: Earn selection on UWI team
 - Goal B: Play on team in UWI league
 - Goal C: Assist coach in chosen sport
 - Goal D: Keep records and collect data
 - Goal E: Assist in Sport Officiating
 - Goal F: Assist in Sport Administration
 - Goal G: Be responsible for First Aid
 - Goal H: Improve skills in chosen sport
- Praxis Assignment 1: Give written report on your experience of roles and functions of persons in SPEC
- Praxis Assignment 2: Keep and submit reflective journal on students' participation in SPEC
- Praxis Assignment 3: Create and submit portfolio (pictures and print) of students' in SPEC
- Praxis Assignment 4: Conduct university based survey investigating sports issue. For example, how women participate, to what extent they might be marginalised, and how access can be improved.

Co-curricular credits count





Debating

(Only offered if Debating Society is active)

Department: Student Advisory Services

Semester: 1 (after completion of first semester of first year) or Semester 2

Year: 2009-2010

Course title: Debating

Course code: COCR 1002

Aim

To assist students in developing their oral communication and intellectual skills and to broaden their knowledge of contemporary issues.

Learning Outcomes

It is expected that in undertaking this activity students would:

- Develop an appreciation of the art of debating
- Develop effective debating skills and techniques
- Work effectively in a team
- Take an active part in major debating projects/competitions etc.
- Develop the ability to critically analyze and assess a variety of social, political, economic and cultural issues
- Become familiar with a variety of national, regional and international issues

Assessment & Evaluation

- Participation in debating competitions (at least three) on and/or off-campus – 30%
- Preparation for debates (library research, preparation of arguments etc) on pertinent issues from different stances (proposing vs opposing) –30%
- Attendance at two (2) workshops (see below) 25%
- Attendance of lecture(s)/discussion(s) – 15%



Evaluator

Debating Coach/Team Members.

Student Advisory Services will provide guidelines for the evaluation.

General Guidelines

Students must be involved in Debating for at least one (1) semester.

List of Workshops

- Understanding and interpreting topics.
- Identifying, examining and evaluating information sources.
- Understanding rebuttal arguments.
- Fundamentals of good arguments.
- Presentation and delivery styles.



Leadership and Service

Department: Student Advisory Services
Semester: 1 (after completion of first semester of first year) or Semester 2
Year: 2009-2010
Course title: **Leadership / Service**
Course code: **COCR 1003**

Course Objectives

- To prepare students for positions of leadership and service, both within the campus and the wider community, by fostering and honing attributes and skills useful to such roles.
- To encourage and promote participation in student leadership/government and service within the UWI campus.
- To enhance the versatility of UWI graduates by placing more emphasis on the importance of the all-round development of students.

Course Description

This course aims to develop the student's interest in areas of leadership and service both on campus and in the wider community. There is a need for university graduates in the Caribbean to play a more active role in their communities. This course allows the student to gain an appreciation of the importance of leadership and service. This course is geared towards ensuring that UWI graduates are equipped with the necessary practical tools and hands-on experience of time management, project planning, financial management, record keeping, teamwork and leadership qualities.



Course Requirements

1. Participants must be elected members of the Guild or its subsidiary student organisations (clubs, associations and societies) and must demonstrate a proven record of activity related to their specific portfolios, as per the relevant constitutional definition.
2. Participants must submit to the Director of Student Advisory Services a list of activities (related to their elected position) to be pursued during the semester in which they are registered for the co-curricular course. These activities must relate to the issues of Leadership and Service.
3. Participants must engage in and implement the activities outlined in No.2 above.
4. A compulsory report must be prepared and submitted to the Director of Student Advisory Services based on YOUR role and contribution in the planning and execution of the activities outlined in No.2 above.

5. Compulsory attendance at any two (2) all-day workshops/lectures/seminars or a total of 20 contact hours in during the semester for which the activity is registered. Workshop topics include:
- The nature, types and challenges (public speaking, social etiquette and protocol) of leadership
 - Time Management
 - Proposal Writing
 - Project Planning, Implementation and Management
 - Financial Management
 - Record Keeping
 - Teamwork
 - Strategic Planning

Assessment & Evaluation

Service

Participants will be evaluated on their involvement in the activities outlined in No.2 above. **30%**

Report will be graded as follows:

- Quality of content
- Completion levels
- Timeliness
- Layout/grammar/spelling

Total **20%**

Workshops

Two (2) workshops will be conducted and attendance mandatory and each will be graded as follows:

Level of participation **25%**

Coursework **20%**

Total **50%**

Note: Students must complete all components of the course in order to be awarded the credits.



Professional: Microsoft Office

Department: Campus IT Services (CITS)

Semester: 1 (after completion of first semester of first year) or Semester 2

Year: 2009/2010

Microsoft Office 2007

Rules/Guidelines are as follows:

1. Each Microsoft Office 2007 course will be offered and available to all UG students both in Semester 1 and 2 and each is equivalent to one (1) credit.
2. A student must complete a minimum of three (3) Microsoft Office 2007 courses (COCR 1020 to COCR1024) in order to earn credits for Microsoft Office as a Co-curricular course.
3. These Microsoft Office 2007 course credits (COCR 1020 to COCR1024) cannot count towards the student's degree unless:
 - i. He/she completes a minimum of three (3) of these one (1) credit Microsoft components.
 - ii. He/she has obtained approval to do so prior to registering for the Microsoft Office 2007 course.
4. Only three credits (not more and not less than three) can count as level one credits towards a degree.
5. A student may complete one or more of these Microsoft Office 2007 courses (COCR 1020 to COCR1024) throughout their Undergraduate academic life at UWI, once approved by the faculty.

6. Registration for these courses must follow the standard Co-curricular course approval process i.e. through Faculty and Student Advisory Services.
- 7. A student wishing to pursue a co-curricular activity to be considered as NOT FOR CREDIT (NFC) must seek approval prior to registering for the course.** Please complete and submit an NCR form. Forms can be downloaded at <http://sta.uwi.edu/onlineForms.asp>
8. All co-curricular courses are examined through Microsoft/Certiport Computer Based Testing. These are international administered and recognized exams and certification, and are in no way determined by CITS; the same rules and regulations apply internationally for Office 2007 certification.
9. Upon successful completion of the examination attached to a Microsoft Office 2007 courses (COCR 1020 to COCR1024), the student receives an official certificate from Microsoft reflecting the relevant qualification.
10. Co-curricular Credits will be listed on student transcripts with a Pass/Fail/NCR grade.
11. Each Microsoft Office 2007 (COCR 1020 to COCR1024) examination must be completed by the final examination date set for the registered semester except in the case where students fail the exam. Then Microsoft/Certiport allows for a free/automatic re-sit which must be completed within one month from the date on which the exam was failed.
12. Exams will be held during the semester one week before U.W.I. semester exams.
13. In the case of exam re-sits, students must notify the IT Academy at least three (3) days before the expiry date on their Microsoft re-sit voucher. All resits must be completed within the respective semester.

14. All Microsoft Office 2007 Students must attend Orientation at the beginning of Semester. Each student will be given an access code and guidelines to register for the Online Examination.
15. Students registered for any Microsoft Office 2007 courses (COCR 1020 to COCR1024) must attend regularly timetabled lab sessions. 75% attendance is mandatory.
16. All Students must check their MYSTA Email accounts for all Microsoft Office 2007 course notices. This is the standard method of communication with students and non-official channels will not be employed.
17. There will be an overall Primary Lecturer for all courses (COCR 1020-COCR1024) to deal with Banner/other issues.

18. Each of the individual courses (COCR1020 – COCR1024) will have primary tutors.
19. Each primary tutor will be assisted by a secondary tutor.

Proposed Modes of Instruction

1. Laboratory – CITS LRC labs
 - Two (2) hours of weekly hands on laboratory sessions.
 - Mandatory: 75% Attendance.
 - **Ceiling of 30 students per semester to be tutored in batches of not more than 15 students at a time.**
2. Microsoft IT Academy Online Learning Program available 24/7 via internet.
3. Online Practice Exams available 24/7 via internet.

Department: Faculty of
Science & Agriculture and
Campus IT Services (CITS)

Semester: 1 or 2

Year: 2009-2010

Students can choose ONE or MORE of the following courses:

Course Code	Course Title
a. COCR 1020	Microsoft Office Word
b. COCR 1021	Microsoft Office Excel
c. COCR 1022	Microsoft Office PowerPoint
d. COCR 1023	Microsoft Office Outlook
e. COCR 1024	Microsoft Office Access

Purpose of the Courses

To help students to:

- Improve their desktop computing skills
- Learn tools and techniques to better present papers and other assignments
- Become more marketable by gaining internationally recognized professional certification
- Be better prepared for the working world

Delivery Format

These courses follow the **Microsoft Certified Applications Specialist (MCAS)** curriculum and will be delivered both face-to-face and online.

A Course Coordinator will be available to help you with any questions which you may have. All questions must be submitted online and you will receive responses via email.

Tutorials

- Tutorials are specifically designed to help you pass the Microsoft Exams after you have covered all your course material. You must cover all the course material online and attend the tutorials.
- It is critical that you attend these tutorials to increase your chances of passing the exams. Tutorials cover the exact format of exams.

Assessment & Evaluation

- There is **one (1) exam** for each course.
- Students must complete all exams at the official **Certiport Testing Centre** located on the campus.
- Exams are computer based (**59 minutes – 27 multi-part questions – Total score = 1000**).

- You may repeat a failed exam with no penalty. However, you will only be offered **one resit per course**.

Structure of Courses

1. COCR1020 – Microsoft Office Word
2. COCR1021 – Microsoft Office Excel
3. COCR1022 – Microsoft Office PowerPoint
4. COCR1023 – Microsoft Office Outlook
5. COCR1024 – Microsoft Office Access

1. Microsoft Office Word (COCR1020)

Aim

To equip students with the skills necessary to produce documents with a professional finish using **Microsoft Word 2007**.

Objectives

At the end of this class, participants will be able to:

1. Create and customise documents
2. Format Content
3. Work with visual content
4. Organise content and Review documents
5. Share and secure contents

Prerequisites

Computer Literacy which includes: keystroking ability, knowledge of Windows and mouse techniques.

Exam Skill Standards

Below are the tasks and features you'll be expected to know in order to pass the Using **Microsoft® Office Word 2007** Application Specialist exam. You can use this as a study checklist.

1. *Creating and Customising Documents*

- Create and format documents
- Lay out documents
- Make documents and content easier to find
- Personalize Office Word 2007

2. *Formatting Content*

- Format text and paragraphs
- Manipulate text
- Control pagination

3. *Working with Visual Content*

- Insert illustrations
- Format illustrations
- Format text graphically
- Insert and modify text boxes

4. Organising Content

- Structure content by using quick Parts
- Use tables and lists to organize content
- Modify tables
- Insert and format references and captions
- Merge documents and data sources

5. Reviewing Documents

- Navigate documents
- Compare and merge document versions
- Manage tracked changes
- Insert, modify, and delete comments

6. Sharing and Securing Content

- Prepare documents for sharing
- Control document access
- Attach digital signatures

Assessment – Word (COCR 1020)

- Each of the six exam skills above is equally weighted
- Maximum score is 1000
- Passing score is 660

Required Text

Title: Microsoft Office Word 2007. Step by Step.

Author: Cox, Joyce, Preppernau, Joan

Publisher: Microsoft Press.

ISBN-13: 978-0-7356-2302-6

2. Microsoft Office Excel (COCR1021)

Aim

The aim of this module is to equip you with all the basic tools necessary for producing a comprehensive spreadsheet in order to effect change in the workplace.

Objectives

At the end of the training you will be able to:

1. Format spreadsheets for easy readability and using appropriate objects to enhance appearance
2. Retrieve, analyse and generate information for reporting purposes
3. Use statistical, financial and logical functions within formulas
4. Print, edit and organise worksheets and workbooks
5. Create and Manipulate Data
6. Create and Modify formulas
7. Collaborate and Secure Data

Prerequisite

Computer Literacy which includes: keystroking ability, knowledge of Windows and knowledge of mouse techniques.

Exam Skill Standards

Below are the tasks you'll be expected to be able to perform in order to pass the Using **Microsoft Office Excel 2007** Application Specialist exam. You can use this as a study checklist.

1. Creating and Manipulating Data

- Insert data by using AutoFill
- Ensure data integrity
- Modify cell contents and formats
- Change Worksheet Views
- Manage worksheets

2. Formatting Data and Content

- Format worksheets
- Insert and modify rows and columns
- Format cells and cell content
- Format data as a table

3. Creating and Modifying Formulas

- Reference data in formulas
- Summarise data using a formula
- Summarise data using subtotals
- Conditionally summarise data by using a formula
- Look up data by using a formula
- Use conditional logic in a formula
- Format or modify text by using formulas
- Display and print formulas

4. Presenting Data Visually

- Create and format charts
- Modify charts
- Apply conditional formatting
- Insert and modify illustrations
- Outline data
- Sort and filter data

5. Collaborating and Securing Data

- Manage changes to workbooks
- Protect and share workbooks
- Prepare workbooks for distribution
- Save workbooks
- Set print options for printing data, worksheets, and workbooks
- Filter data by using AutoFilter
- Filter and sort data by using conditional formatting
- Filter and sort data by using cell attributes

Assessment – Excel (COCR1021)

- Each of the five exam skills above is equally weighted
- Maximum score is 1000
- Passing score is 680

Required Text

Title: Microsoft Office Excel 2007. Step by Step
Author: Curtis Frye
Publisher: Microsoft Press
ISBN-13: 978-0-7356-2304-0

3. Microsoft Office PowerPoint (COCR1022)

Aim

To prepare you to create effective Microsoft PowerPoint presentations.

Objectives

At the end of the class, you will be able to do the following:

1. Create and Format Presentations
2. Create and Format Slide Content
3. Collaborate
4. Manage and Deliver Presentations
5. Work with Visual Content

Prerequisites

Computer Literacy which includes: keystroking ability and mouse techniques; ability to:- Open, Close, Save and Find documents and Create New Folders. Knowledge and skills in Microsoft Word 2007, will be an asset.

Exam Skill Standards

Below are the tasks and features you'll be expected to know in order to pass the Using **Microsoft Office PowerPoint 2007** Application Specialist exam. You can use this as a study checklist.

1. Creating and Formatting Presentations

- Create new presentations
- Customise slide masters
- Add elements to slide masters
- Create and change presentation elements
- Arrange slides

2. Creating and Formatting Slide Content

- Insert and format text boxes
- Manipulate text
- Add and link existing content to presentations
- Apply, customise, modify, and remove animations

3. Working with Visual Content

- Create SmartArt diagrams
- Modify SmartArt diagrams
- Insert illustrations and shapes
- Modify illustrations
- Arrange illustrations and other content
- Insert and modify charts
- Insert and modify tables

4. Collaborating on and Delivering Presentations

- Review presentations
- Protect presentations
- Secure and Share Presentations
- Prepare printed materials
- Prepare for and rehearse presentation delivery

Assessment – Power Point (COCR1022)

- Each of the four exam skills above is equally weighted
- Maximum score is 1000
- Passing score is 700

Required Text

Title: Microsoft Office PowerPoint 2007.
Step by Step

Author: Cox, Joyce

Publisher: Microsoft Press.

ISBN-13: 978-0-7356-2301-9

4. Microsoft Office Outlook (COCR1023)

Aim

To prepare you to acquire technical skills that facilitates using Ms Outlook 2007 as a personal organiser.

Objectives

At the end of this course you will be able to:

1. Create and respond to e-mail messages
2. Schedule meetings and events
3. Organise activities related to e-mail and scheduling
4. Manage Tasks
5. Manage Contacts and Personal Contact Information

Exam Skill Standards

Below are the tasks you'll be expected to be able to perform in order to pass the Using **Microsoft Office Outlook 2007** Application Specialist exam. You can use this as a study checklist.

1. Managing Messaging

- Create and send an e-mail message
- Create and manage your signature and automated messages
- Manage e-mail message attachments
- Configure e-mail message security settings
- Configure e-mail message sensitivity and importance settings
- Configure e-mail message delivery options
- View e-mail messages

2. Managing Tasks

- Create, modify, and mark tasks as complete
- Accept, decline, assign, update, and respond to tasks

3. Managing Scheduling

- Create appointment, meetings, and events
- Send meeting requests
- Update, cancel, and respond to meeting requests
- Customise calendar settings
- Share your Calendar with others
- View other calendars

4. Managing Contacts and Personal Contact Information

- Create and modify contacts
- Edit and use an electronic business card
- Create and modify distribution lists
- Create a secondary address book

5. Organising Information

- Categorise Office Outlook 2007 items by color
- Create and manage Office Outlook 2007 data files
- Organise mail folders
- Locate Office Outlook 2007 items by using the search feature
- Create, modify and remove rules to manage e-mail messages
- Customize your Office Outlook 2007 Experience

Assessment – Outlook (COCR1023)

- Each of the five exam skills above is equally weighted
- Maximum score is 1000
- Passing score is 700

Required Text

Title: Microsoft Office Outlook 2007.
Step by Step

Author: Preppernau, Joan

ISBN-13: 978-0-7356-2300-2

5. Microsoft Office Access (COCR1024)

Aim

To teach you what a relational database is and what it can do for you in the workplace. To help you to learn to use Access 2007 to make more informed business decisions by effectively tracking, reporting, and sharing information.

Objectives

At the end of the class you will be able to do the following:

1. Introduced to the concept of the relational database and the Microsoft Access 2007 relational database application and its information management tools.
2. Able to design and create a new Access database
3. Able to customise database components
4. Able to share Access data with other applications.

Prerequisites

Computer Literacy which includes: keystroking ability and mouse techniques; ability to:- Open, Close, Save and Find documents and Create New Folders.

Exam Skill Standards

Below are the tasks you'll be expected to be able to perform in order to pass the Using **Microsoft Office Access 2007** Application Specialist exam. You can use this as a study checklist.

1. Structuring a Database

- Define data needs and types
- Define and print table relationships
- Add, set, change, or remove primary keys
- Split databases

2. Creating and Formatting Database Elements

- Create databases
- Create tables
- Modify tables
- Create fields and modify field properties
- Create forms
- Create reports
- Modify the design of reports and forms

3. Entering and Modifying Data

- Enter, edit, and delete records
- Navigate among records
- Find and replace data
- Attach documents to and detach from records
- Import data

4. Create and modify queries

- Create queries
- Modify queries

5. Presenting and Sharing Data

- Sort data
- Filter data
- Create and modify charts
- Export data
- Save database objects as other file types
- Print database objects

6. Managing and Maintaining Databases

- Perform routine database operations
- Manage databases

Assessment – Access (COCR1024)

- Each of the six exam skills is equally weighted
- Maximum score is 1000
- Passing score is 670

Required Text

Title: Microsoft Office Access 2007 Step by Step.
Author: Lambert, Steve
Publisher: Microsoft Press
ISBN: 978-0-7356-2303-3



Workplace Protocol for Students

LEVEL: I (Co-curricular)
SEMESTER: I & II
COURSE CODE: COCR 1012
COURSE TITLE: Workplace Protocol for Students Programme
NUMBER OF CREDITS: 3
PRE REQUISITES: None
DEPARTMENT RESPONSIBLE: Faculty of SocialSciences
COURSE FACILITATOR: Ms. Renata Tulsie

Objective

This is a professional self-development course offered by the Faculty of Social Sciences, which aims to provide the “behavioural competencies” that would enable students to close the gap between the social/workplace skills that they may (not) have, and those that are required for success and prominence in today’s dynamic organisations.

Outcomes

Upon completion of the “Workplace Protocol for Students” Course, students will exhibit the **confidence, diplomacy, courtesy** and **poise** that undoubtedly contribute to a strong professional presence.

Specifically, you will be able to:

- Effectively integrate in the workplace
- Successfully confront personal and professional challenges
- Engage in appropriate business/social conduct
- Determine what constitutes right behaviour in a given situation
- Better appreciate various cross-cultural practices
- Enhance your personal position independently or within the organization
- Achieve personal competitive advantage

“Impression Management Series”

1. Communication Savvy - Interpersonal Skills
2. Dressing the Part - Appearance & Grooming
3. Fabulous First Impressions - The Art of Self Presentation

“Customer Management Series”

4. Creating Customer Champions - Service Excellence
5. Telephone Image - Phone Etiquette Techniques

“Self Management Series”

6. The Power of Personal Productivity - Success Skills
7. “I am...We are” - Understanding Self & Others
8. Achieving Personal Wealth

Course Methodology

Delivery will be **through** a mix of any of the following: high-impact half-day workshops, webinars, role plays, individual & group exercises, observation, videos, class discussion/debates and guest presenters. The course may also include visits to the National Museum and Art Gallery, and/or Historic Sites.

Course Duration

Twelve 3-hour **sessions** (one day a week), over a period of ten (10) weeks

Student Assessment

Students will be evaluated via the following means:

- | | |
|--|-----|
| 1. Class Participation & Attendance | 10% |
| 2. Student Goal Planning/Experience Report | 10% |
| 3. Goal Achievement Oral Presentation | 40% |
| 4. Final Exam (take home) | 40% |



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