



Communication Skills and Computer Applications

Lecturer: Caroline Cahill

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Assessment

100% CA, provisional dates below

- In-Class Assessment	30%	Excel	10% Classwork 20% Class Assessment Week 10
- Presentation	20%	PowerPoint	10% PowerPoint tech skills 10% Communication skills Week 12
- In-Class Assessment	20%	Chair and minutes of a meeting	Chair and write minutes of meeting week 6
- In-Class Assessment	10%	Source and document information	Create a document week 5
- Portfolio	20%	Source and document information	Ongoing; uploaded via Moodle

Buying a computer:

decipher the
minefield

