

**Number of ECTS credits :** 1  
**Course language :** French , English  
**Course leader :** BURLAT Claire  
**Faculty :**

## ≡ COURSE DESCRIPTION

This online course provides fundamental knowledge of Word, Excel and Powerpoint.

## ≡ COURSE OBJECTIVES

Mastering these applications (Word, Excel and Powerpoint) is a key competence of future communication and media managers.

## ≡ LEARNING GOALS

## ≡ TACKLED CONCEPTS

Formalise reasoning, communicate and convince, defend arguments and choices, influence various actors.

## ≡ LEARNING METHODS

Online modules and exercises + one follow-up class.

## ≡ ASSIGNMENTS

Regular and autonomous connection to the online modules.

Final exam online on each module.

## ≡ BIBLIOGRAPHY

Connection to ENI services/ Mediaplus modules online

## ≡ EVALUATION METHODS

**100 % :** Examen

## ≡ SESSIONS

### **1** Introduction to MediaplusPro

ORAL PRESENTATION : 00h30

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Introduction and connexion instruction to the online training platform : MediaplusPro

### **2** Online course and exercices

INDIVIDUAL OR GROUP WORK : 00h00

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Online progression through regular connexion to the online training platform.

Plan to connect about 10 hours for each module (excel, word and powerpoint)

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