

Number of ECTS credits : 1 **Course language :** French , English

Course leader : BURLAT Claire

≡ 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

Introduction and connexion instruction to the online training platform : MediaplusPro

2 Online course and exercices

INDIVIDUAL OR GROUP WORK : 00h00

Online progression through regular connexion to the online training platform.

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