

Full Title:	Study, Research & Writing Skills
Module Code:	RESA H8016
Credits:	7.5
Valid From:	Semester 1 - 2013/14 (September 2013)
Module Delivered in	3 programme(s)
Module Description:	On completion of this module the student will be able to 1. Describe the theory of effective communication 2. Explain the different formats of written communication in social care work 3. Articulate the operation of research process 4. Understand the concept of academic integrity 5. Make sense of the Harvard referencing system
Learning Outcomes:	
<i>On successful completion of this module the learner should be able to</i>	
<ol style="list-style-type: none"> 1. Understand study skills, reading techniques and time management 2. Describe Key elements of communication process 3. Define Research Methods 4. Differentiate between qualitative and quantitative research methods 5. Make sense of academic writing skills and understanding the importance of referencing 	

Module Content & Assessment

Indicative Content
Study Skills n/a
Time planning n/a
Note taking n/a
Editing n/a
Revising n/a
Reading techniques n/a
Introduction to Communication n/a
Key elements of communication process (sender, receiver, etc.) n/a
Sample Model of Communication process n/a
Interpersonal communication (Transactional Analysis, barriers to communication) n/a
Research Methods n/a
Primary & secondary research n/a
Qualitative vs. quantitative research n/a
Developing a hypothesis n/a
Writing the proposal n/a
Feasibility check n/a
Literature search n/a
Interview design & etiquette n/a
Questionnaire design & administration n/a
Analysing and selecting data n/a
Presenting your findings n/a
Reports n/a
Basic structure n/a

Indicative Content
Language & style n/a
Selecting and editing data n/a
Presentation n/a
Writing Skills n/a
Business Letters/Memos n/a
Layout (fully-blocked, semi-blocked, etc.) n/a
Structure n/a
Different types of letter (complaint, sales, etc.) n/a
Language & style n/a

Assessment Breakdown	%
Course Work	50.00%
End of Module Formal Examination	50.00%

Full Time

Course Work							
<i>Assessment Type</i>	<i>Assessment Description</i>	<i>Outcome addressed</i>	<i>% of total</i>	<i>Marks Out Of</i>	<i>Pass Marks</i>	<i>Assessment Date</i>	<i>Duration</i>
Continuous Assessment	Joint assessment with Issues in social care module	None	50.00	0	0	n/a	0

No Project

No Practical

End of Module Formal Examination							
<i>Assessment Type</i>	<i>Assessment Description</i>	<i>Outcome addressed</i>	<i>% of total</i>	<i>Marks Out Of</i>	<i>Pass Marks</i>	<i>Assessment Date</i>	<i>Duration</i>
Formal Exam	End-of-Semester Final Examination	None	50.00	0	0	End-of-Semester	0

Reassessment Requirement
<p>A repeat examination Reassessment of this module will consist of a repeat examination. It is possible that there will also be a requirement to be reassessed in a coursework element.</p>

DKIT reserves the right to alter the nature and timings of assessment

Module Workload & Resources

Workload: Full Time

Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Independent Study	n/a	3.00	Every Week	3.00
Directed Reading	No Description	3.00	Every Week	3.00
Lecture	No Description	3.00	Every Week	3.00
Total Weekly Learner Workload				9.00
Total Weekly Contact Hours				3.00

This course has no Part Time workload.

Resources

Recommended Book Resources

Cottrell, Stella. 2008, *The study skills handbook*, 3rd Ed., Palgrave Macmillan New York [ISBN: 0230573053]

Cottrell, Stella. 2010, *Skills for success : the personal development planning handbook*, 2nd ed. Ed., Palgrave Macmillan Basingstoke : [ISBN: 0230250181]

Dundalk : Dundalk Institute of Technology 2009, *Credit where credit is due : a guide to referencing in DkIT using the Harvard referencing system*, Dundalk Institute of Technology Dundalk Institute of Technology

Supplementary Book Resources

McClave, *Communication for Business*, Gill & Macmillan, 2004

Stanton, Nicky, *Mastering Communication (4th Edition)*, Palgrave Macmillan, 2003

Nelson Bolles, Richard, *What Color is Your Parachute*, Ten Speed Press, 2002

This module does not have any article/paper resources

This module does not have any other resources

Module Delivered in

Programme Code	Programme	Semester	Delivery
DK_HSOCA_8	Bachelor of Arts (Honours) in Social Care	1	Mandatory
DK_BSSC_7	Bachelor of Arts in Social Care	1	Mandatory
DK_HCSCC_C	Higher Certificate in Arts in Social Care	1	Mandatory