

COMP C7011: Communication Skills

Module Details	
Module Code:	COMP C7011
Full Title:	Communication Skills APPROVED
Valid From:	Semester 1 - 2019/20 (June 2019)
Language of Instruction:	English
Duration:	1 Semester
Credits:	5
Module Owner::	Philip Scanlon
Departments:	Unknown
Module Description:	Students completing this module will understand the fundamentals of study skills for effective learning. They will understand the difference in educational learning environments and prepare them for entry into industry domain. Students will obtain an appreciation of the importance of the different communication mediums and the choices they make when choosing the optimum form for delivering their ideas effectively. This module provides students with the tools and ability to study effectively and prepare communication documents both independently and as part of a group. These skills are considered as a prerequisite for students successful progressing into any modern industry position.

Module Learning Outcome	
On successful completion of this module the learner will be able to:	
#	Module Learning Outcome Description
MLO1	Illustrate a skill set that can accurately record, correlate and present their experiences including the reasoning behind their college course choice.
MLO2	Articulate clearly their expectations and commitments to their streaming choice in year two.
MLO3	Illustrate the skills of information collection, preparation and formatting for use in various communication document types.
MLO4	Understand the role that communication mediums play in presenting individual and group ideas.
MLO5	Identify an appropriate set of formal communication tools applicable to modern industry.
Pre-requisite learning	
<p>Module Recommendations <i>This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named DkIT module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).</i></p>	
No recommendations listed	

Module Indicative Content
Study and Learning Skills. Difference between 2nd and 3rd level study skills; learning strategies; effective time management; college work and personal life balance
Life Skills Self-awareness; Self-efficacy; Motivation; Personal Management; Career planning; recognising and recording at a personal level.
Working with Peers Working effectively within a group; understanding personal and peer traits through the exploration of behavioral issues across the four primary personality types:-Dominance, Influence, Steady, Cautious, (DISC) Identify and understand individual personality types
Technical writing forms Understanding the different forms and conventions of various writing mediums and when to use each; email; proposal document; brochure; instruction manuals; technical specifications; technical presentations.
Technical writing process Planning, Drafting, Revising; Structures, Format; Style; Writing; Editing; Proofreading and Presentation.
Traits of Technical document Implement the five traits of effective documents; Clarity; Conciseness; Accessibility; Audience Recognition and Accuracy.
Referencing Understanding plagiarism and how to avoid it. Referencing and the different styles. What are usable reference documents, Resources for referencing, Quoting, Paraphrasing, Summarising
Effective presentations Purpose/objectives; Audience; Message; Content; Visual aids; Verbal and non-verbal communication styles.

Module Assessment	
Assessment Breakdown	%
Course Work	100.00%
Module Special Regulation	

Assessments

Full Time			
Course Work			
Assessment Type	Written Report	% of Total Mark	20
Marks Out Of	0	Pass Mark	0
Timing	Week 5	Learning Outcome	1,2,3
Duration in minutes	0		
Assessment Description Prepare an appropriate, structured document outlining clearly and concisely their reasoning behind their choice of course, their expectations of a possible career path expectations on graduation. Students will present a SWOT analysis as part of their submission on why they have chosen a particular streaming option for semester two. Students will be expected to reference their learning of other modules in their document.			
Assessment Type	Presentation	% of Total Mark	30
Marks Out Of	0	Pass Mark	0
Timing	Week 8	Learning Outcome	3,4,5
Duration in minutes	0		
Assessment Description Prepare and present a group research project outlining a segment of the ICT industry that the group is collectively interested in. This written and oral presentation will provide the chosen segment in a historical and future projected context as a possible future employment opportunity. Students must identify the influence that each of their modules (eg: Computing Hardware, Programming principles, Sysadmin & Web Development) had on their choice.			
Assessment Type	Written Report	% of Total Mark	50
Marks Out Of	0	Pass Mark	0
Timing	Week 12	Learning Outcome	4,5
Duration in minutes	0		
Assessment Description Prepare and present a technical specification of a relevant industry domain position. The specification should demonstrate an expert knowledge of both the domain and its position. The submission will include an application for the position, accompanied by relevant documents and a current CV.			
No Project			
No Practical			
No Final Examination			
Part Time			

Course Work			
Assessment Type	Written Report	% of Total Mark	20
Marks Out Of	0	Pass Mark	0
Timing	Week 4	Learning Outcome	1,2,3
Duration in minutes	0		
Assessment Description			
Prepare an appropriate, structured document outlining clearly and concisely their reasoning behind their choice of course, their expectations of a possible career path expectations on graduation. Students will present a SWOT analysis as part of their submission on why they have chosen a particular streaming option for semester two. Students will be expected to reference their learning of other modules in their document.			
Assessment Type	Presentation	% of Total Mark	30
Marks Out Of	0	Pass Mark	0
Timing	Week 6	Learning Outcome	3,4,5
Duration in minutes	0		
Assessment Description			
Prepare and present a group research project outlining a segment of the ICT industry that the group is collectively interested in. This written and oral presentation will provide the chosen segment in a historical and future projected context as a possible future employment opportunity. Students must identify the influence that each of their modules (eg: Computing Hardware, Programming principles, Sysadmin & Web Development) had on their choice.			
Assessment Type	Written Report	% of Total Mark	50
Marks Out Of	0	Pass Mark	0
Timing	Week 12	Learning Outcome	4,5
Duration in minutes	0		
Assessment Description			
Prepare and present a technical specification of a relevant industry domain position. The specification should demonstrate an expert knowledge of both the domain and its position. The submission will include an application for the position, accompanied by relevant documents and a current CV.			
No Project			
No Practical			
No Final Examination			

Module Workload

Workload: Full Time					
<i>Workload Type</i>	<i>Contact Type</i>	<i>Workload Description</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>	<i>Hours</i>
Lecture	Contact	Course material and direction	Every Week	1.00	1
Tutorial	Contact	Skills development practicals/workshops	Every Week	2.00	2
Directed Reading	Non Contact	Student exercises and relevant reading	Every Week	5.00	5
Total Weekly Learner Workload					8.00
Total Weekly Contact Hours					3.00
Workload: Part Time					
<i>Workload Type</i>	<i>Contact Type</i>	<i>Workload Description</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>	<i>Hours</i>
Lecture	Contact	Course material and direction	Every Week	1.00	1
Tutorial	Contact	Skills development and practical/workshops	Every Week	2.00	2
Directed Reading	Non Contact	Student exercises and directed reading	Every Week	5.00	5
Total Weekly Learner Workload					8.00
Total Weekly Contact Hours					3.00

Module Resources

Recommended Book Resources

Handbook of Technical Writing. (2009), Brusaw, Charles T, 12th. Prentice Hall, NY, [ISBN: 978-031257512].

Burns, T. and Sinfield, S.. (2012), *Essential study skills: The complete guide to success at university.*, Sage.

Cottrell, S.,. (2013), *The study skills handbook.*, Macmillan International Higher Education..

Walliman, N.. (2017), *Research methods: The basics.* Routledge..

Hildebrand, J. (2018), *Bridging the gap: A training module in personal and professional development.*, Routledge..

This module does not have any article/paper resources

This module does not have any other resources