

MODULE**RESEARCH & COMMUNICATION SKILLS****CODE:****BSCH-1-1-08****STAGE**

I

Number of Credits:

4 semester credits / 6 quarter units

STATUS

CORE

THEMES

Business Solutions & Design

ASSESSMENT

Continuous Assessment 50%

Examination 50%

Indicative Content

Topic	Description
Introduction to Oral Communications	The Importance of Communications; The Communications Process; Levels of communication: One way, Two way, group communications, team communications; Effective listening: Dealing with criticism, change and conflict; Recognition of diversity and multiculturalism: Irish legislation on equality;
Written Communication Skills	Assignment and Report Writing: Synopsis skills; Project Presentation – use of tables of contents, table of figures and bibliography;
Presentation Skills	Preparation, structure and delivery of a presentation; Types of non-verbal communication and their uses;
Groups and Teams	Importance of groups: origin of group concept, the stages of group formation, cohesive groups and groupthink; Benefits of teams: Belbin's model of teams;
Research Skills	Identification of key research requirements; Searching for information – using the library and the WWW. Interpretation and analysis of results; Research strategies - quality, accuracy and availability of information; Plagiarism; Use of online databases and college indexes of projects;
Word Processing Software	Page Set up & formatting: Headers & Footers, Page Breaks, Page Numbers, Bullets & Numbering; Creating a Table of Contents and a Table of Figures; Editing: Cutting & Pasting, Copying, Find & Replace; Views: Insert picture, file, caption; Tools; Spell Checking, Grammar Checking; Tables; Inserting tables, Rows, Columns & Sorting Diagrams; Using the drawing toolbar.
Presentation Software	Slide set up & formatting: Headers & Footers, Slide Numbers, Bullets & Numbering Editing; Cutting & Pasting, Copying, Find & Replace; Views; Insert picture Tools: Spell Checking, Grammar Checking; Diagrams: Using the drawing toolbar; Develop a PowerPoint presentation incorporating word Art, graphics and animation;