

## **MODULE: INFORMATION AND COMMUNICATIONS TECHNOLOGY**

**Griffith College Dublin – Accounting & Finance**

**Fall Semester**

**This module has no pre-requisites.**

### **INTRODUCTION**

This module is specifically designed to develop key communication & IT skills necessary for today's business manager. Emphasis is placed on how to develop and enhance these skills both within an individual and group context. Ultimately, once these skills have been successfully acquired, it leads to greater personal and professional development.

### **SYLLABUS**

Introduction to Communication & IT

- Communication & IT in Organisations

Written Communication

- Business Letters
- Memoranda
- Using E-Mail/Word/Excel/PowerPoint & Access
- Reports/Press Releases

Databases

- System Levels
- Information System Security

Oral, Visual and Non-Verbal Communication

- Oral and Aural Communication
- Designing and Delivery of Formal Presentations
- Visual Communication Tools

### Interpersonal Relations Within Business

- Team and Team Development
- Time Management

### Research and Study Skills

- Effective Study Skills
- Research Techniques