

<b>Module Title:</b>	Academic and Professional Skills
<b>Language of Instruction:</b>	English
<b>Credits:</b>	5
<b>NFQ Level:</b>	6
<b>Module Delivered In</b>	<a href="#">5 programme(s)</a>
<b>Teaching &amp; Learning Strategies:</b>	The core content will be delivered in the form of lectures and tutorials. Assessments and class-based activities will be interactive and practical to develop the necessary skills.
<b>Module Aim:</b>	The module is designed to develop academic and communication proficiencies in the learner for their transition to Higher Education and thereafter to the modern work environment.
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Write in an academic style and apply the Harvard Referencing System with an understanding of the conventions guiding these processes.
LO2	Research and evaluate information using a variety of suitable sources
LO3	Speak in public and deliver presentations more effectively with an awareness of the role of non verbal communication
<b>Pre-requisite learning</b>	
<b>Module Recommendations</b>	
<i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
<b>Incompatible Modules</b>	
<i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
<b>Co-requisite Modules</b>	
No Co-requisite modules listed	
<b>Requirements</b>	
<i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
No requirements listed	

## Module Content & Assessment

Indicative Content
<b>Study Skills</b> Expectations • Higher Level Study • Skills Needed • Time Management • Self Awareness • Reflection
<b>Academic Writing</b> • Why is academic writing different? • Stages and process of written assessment • Reading for Higher Education • Essay writing • Developing an argument • Critical thinking • Structure • Reading for Higher Education • Proof-reading and editing.
<b>Harvard Referencing</b> • Academic integrity • Plagiarism • Citations • Using quotations • Paraphrasing • Developing a reference list • Using digital services for uploading and reviewing assignments.
<b>Finding and evaluating information</b> • Steps and stages of the research process • Evaluating sources • Role of evidence • Using library services both physical and digital • Developing effective digital research skills
<b>Speaking in public and presentations</b> • Overcoming challenges of speaking in public • Non verbal communication and the role of body language • Paralanguage • Eye contact • Connecting with the audience • Structure • Preparation and practice • Handling questions
<b>Working in Teams</b> • Benefits of collaboration • Group structures and dynamics • From Groups to teams • Roles and responsibilities • Communication and conflict management

Assessment Breakdown	%
Continuous Assessment	100.00%

Continuous Assessment				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Essay	Individual piece of writing on a selected topic with a 1,000 word count to assess capabilities in relation to research, academic writing and referencing skills.	1,2	60.00	n/a
Presentation	Group presentation on a selected topic to be presented in front of an audience of peers with the purpose of assessing capabilities in public speaking and collaboration and team work skills.	2,3	40.00	n/a

No Project

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

**Module Workload**

<b>Workload: Full Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	12 Weeks per Stage	4.00
Independent Learning	15 Weeks per Stage	5.13
Total Hours		125.00

  

<b>Workload: Part Time</b>		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	12 Weeks per Stage	2.00
Independent Learning	15 Weeks per Stage	2.57
Total Hours		62.50

**Module Delivered In**

Programme Code	Programme	Semester	Delivery
CW_BWBUS_B	<a href="#">Bachelor of Business (Honours) Options: in Business or Digital Marketing</a>	1	Mandatory
CW_BWBUS_D	<a href="#">Bachelor of Business Options: Business or Digital Marketing</a>	1	Mandatory
CW_BWTEM_B	<a href="#">Bachelor of Science (Honours) in Tourism and Event Management</a>	1	Mandatory
CW_BWTEM_D	<a href="#">Bachelor of Science in Tourism and Event Management</a>	1	Mandatory
CW_BWBUS_C	<a href="#">Higher Certificate in Business</a>	1	Mandatory