

Module Title:	Applications and Interpersonal Communications
Language of Instruction:	English
Credits:	10
NFQ Level:	6
Module Delivered In	8 programme(s)
Teaching & Learning Strategies:	The intention with this module is to adapt a more student-centred approach to teaching and learning. Students will be required to take responsibility for their own learning. A very much practical/hands-on approach will be used where the students will be expected to 'learn by doing'. The lecturer's role is that of a facilitator who will create a positive environment for effective student learning.
Module Aim:	This module introduces students to the skills and knowledge necessary to allow them to communicate effectively in the work environment. It aims to prepare students on how to use office applications to enhance their communication skills. It also aims to prepare students to design, create and maintain a basic web site.
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Use and apply the key features and functions of spreadsheets.
LO2	Use a database management system to create and maintain basic databases including tables, queries, forms and reports.
LO3	Design, create and maintain a basic web site using HTML.
LO4	Present on a specified topic or a topic of their choice with the aid of MS PowerPoint. Demonstrate an appreciation of how information is presented, how it is perceived and how it is assimilated.
LO5	Construct in the appropriate format different forms of written communication.
Pre-requisite learning	
Module Recommendations	
<i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
Incompatible Modules	
<i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements	
<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

Interpersonal Communications

Using the relevant features and facilities in MS Office to prepare e-mails, letters, and reports relevant to the work environment; document layout and structure; document style and content; document language and tone; organisation of material; clarity and completeness; referencing.

MS Excel

Working in workbooks; using formulas; creating charts; organising and managing data in a list; creating a pivot table; what-if analysis; macros; auto-filters; advanced filters; and subtotals.

Presentations

Key features in MS PowerPoint; use PowerPoint to prepare a presentation; effective preparation; visual aids; delivery technique; persuasion technique; presentation practice and review.

Databases

Uses and terminology; Table: saving and retrieving data; creating key fields; setting field properties; use of wizard; Queries: defining relationships; selection and update queries; use of the wizard; Forms: creating and modifying; use of wizards and auto-forms; Reports: creating and modifying; use of wizards and auto-reports.

Website creation

Designing and creating basic web pages using HTML; key design tips; document tags; formatting; graphics; creating hyperlinks; tables.

Assessment Breakdown

	%
Continuous Assessment	100.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Practical/Skills Evaluation	Assessment 1 (20%) The student will be assessed on their knowledge of word processing and spreadsheets.	1	20.00	Week 5
Practical/Skills Evaluation	Assessments 2 (20%) The student will be assessed on their knowledge of the database management system.	2	20.00	Week 8
Presentation	Assessment 3 (25%) The student will be required to give a presentation on a given or chosen topic.	4	25.00	Week 10
Project	Assessment 4 (25%) The student will be required to plan and create a basic website for a given or chosen entity.	3	25.00	Week 12
Written Report	Assessment 5 (10%) The student will be asked to prepare and complete a number of suitable forms of written communication.	5	10.00	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

Workload: Full Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Laboratory	12 Weeks per Stage	8.00
Estimated Learner Hours	15 Weeks per Stage	10.27
Total Hours		250.00

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_KWCCD_B	Bachelor of Science (Honours) in Creative Computing and Digital Innovation	1	Mandatory
CW_KCCYB_B	Bachelor of Science (Honours) in Cyber Crime and IT Security	1	Mandatory
CW_KCCIT_B	Bachelor of Science (Honours) in Information Technology Management	1	Mandatory
CW_KCSOF_B	Bachelor of Science (Honours) in Software Development	1	Mandatory
CW_KCCYB_D	Bachelor of Science in Cybercrime and IT Security	1	Mandatory
CW_KCCSY_D	Bachelor of Science in Information Technology Management	1	Mandatory
CW_KCSOF_D	Bachelor of Science in Software Development	1	Mandatory
CW_KCCOM_C	Higher Certificate in Science in Computing Programming	1	Mandatory