

Module Title:	Academic and Professional Skills
Language of Instruction:	English
Credits:	5
NFQ Level:	6
Module Delivered In	5 programme(s)
Teaching & Learning Strategies:	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.
Module Aim:	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.
Learning Outcomes	
<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
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

Study Skills

Expectations • Higher Level Study • Skills Needed • Time Management • Self Awareness • Reflection

Academic Writing

• 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.

Harvard Referencing

• Academic integrity • Plagiarism • Citations • Using quotations • Paraphrasing • Developing a reference list • Using digital services for uploading and reviewing assignments.

Finding and evaluating information

• Steps and stages of the research process • Evaluating sources • Role of evidence • Using library services both physical and digital • Developing effective digital research skills

Speaking in public and presentations

• 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

Working in Teams

• 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

Workload: Full Time		
<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

Workload: Part Time		
<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	Bachelor of Business (Honours) Options: in Business or Digital Marketing	1	Mandatory
CW_BWBUS_D	Bachelor of Business Options: Business or Digital Marketing	1	Mandatory
CW_BWTEM_B	Bachelor of Science (Honours) in Tourism and Event Management	1	Mandatory
CW_BWTEM_D	Bachelor of Science in Tourism and Event Management	1	Mandatory
CW_BWBUS_C	Higher Certificate in Business	1	Mandatory