

Module Title:	Communications for Accountants
Credits:	5
NFQ Level:	6
Module Delivered In	No Programmes
Teaching & Learning Strategies:	<p>Lectures - communication of knowledge and ideas from the lecturer to the student. Problem Solving Exercises - student will work as part of a team and will work together to resolve various business scenarios. Class Discussion/Debate - Students will be encouraged to actively participate in the class sessions which will develop their analytical and communication skills. E-Learning - It is envisaged that the module will be supported with on-line learning materials. Self-Direct Independent Learning - the emphasis on independent learning will develop a strong and autonomous work and learning practices. Class based role-play - Students will take part in role play as part of running meetings and group dynamics</p>
Module Aim:	This module aims to introduce students to communications skills for the business environment. The course also provides students with key academic skills including referencing and essay writing.
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Explain the importance of business communication
LO2	Demonstrate a range of effective writing skills with different audiences in mind
LO3	Produce written business documents
LO4	Demonstrate the ability to make an oral presentation
LO5	Demonstrate key skills for academic study, writing and research
LO6	Explain and perform key interpersonal skills for business 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

Principles of Communication

Meaning of Communication; Communication in Business; Barriers to Communication; Listening; Methods of Communication; Communicating within Organisations; Interpersonal Skills

Academic Skills

Academic Sources of Information; Basic Research; Library Information Services; Essay Writing; Note-taking; Referencing; Effective Reading; Time Management; Critical Thinking

Effective Writing and Business Documents

Plain English; Active/Passive Sentence Structures; Writing Persuasively; Writing to different audiences; Letters; Business e-mails; Press Releases; Agenda; Meeting Minutes; Memos

Oral Communication

Public Speaking; Purpose and Audience; Presentation Skills; Powerpoint Presentations; Interview Skills

Group Communication

Group Dynamics; Groupthink; Meetings; Teamwork

Assessment Breakdown	%
Continuous Assessment	30.00%
End of Module Formal Examination	70.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Short Answer Questions	Written assessments	1,2,3,5,6	15.00	Week 12
Presentation	One minor and one major in-class presentation	2,4,6	15.00	Sem 2 End

No Project

No Practical

End of Module Formal Examination

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Formal Exam	Three hour written exam	1,2,3,4,5,6	70.00	End-of-Semester

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

Module Workload

Workload: Full Time		
Workload Type	Frequency	Average Weekly Learner Workload
Lecture	Every Week	2.00
Independent Learning	Every Week	3.00
Total Hours		5.00

Workload: Part Time		
Workload Type	Frequency	Average Weekly Learner Workload
Lecture	Every Week	1.50
Independent Learning	Every Week	5.50
Total Hours		7.00

