

<b>Module Title:</b>	Applications and Interpersonal Communications
<b>Language of Instruction:</b>	English
<b>Credits:</b>	10
<b>NFQ Level:</b>	6
<b>Module Delivered In</b>	<a href="#">1 programme(s)</a>
<b>Teaching &amp; Learning Strategies:</b>	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.
<b>Module Aim:</b>	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.
<b>Learning Outcomes</b>	
<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 reports, memos, letters, instructions and procedures.
<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

#### Interpersonal Communications

Using the relevant features and facilities in MS Office to prepare letters, memos, 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. (24 hours)

#### 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. (24 hours)

#### Presentations

Key features in MS PowerPoint; use PowerPoint to prepare a presentation; effective preparation; visual aids; delivery technique; persuasion technique; presentation practice and review. (24 hours)

#### Relational Database Management System

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; Import/export and working with external data. (24 hours)

#### Website creation using multimedia

Designing and creating basic web pages using HTML; use of different types of graphics, sound and video files; creating hyperlinks; introduction to web servers and hosting website. (24 Hours)

### Assessment Breakdown

Continuous Assessment

%

100.00%

### Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Practical/Skills Evaluation	Assessment 1 (15%) The student will be assessed on their knowledge of word processing and spreadsheets. They will also be required to use these applications in order to produce different forms of written communication.	1	15.00	Week 9
Practical/Skills Evaluation	Assessments 2 (15%) The student will be assessed on their knowledge of the database management system. They will also be required to use this applications in order to produce different forms of written communication.	2	15.00	Week 15
Project	Assessment 3 (20%) The student will be required to plan and create basic website(s) on a given or chosen topic. This website(s) should incorporate all that they have learned during their practical work.	3	20.00	Week 27
Presentation	Assessment 4 (20%) The student will be required to give a presentation on a given or chosen topic.	4	20.00	Week 23
Written Report	Assessment 5 (10%) The student will be asked to prepare and complete a number of suitable written forms of business communication.	5	10.00	n/a
Short Answer Questions	Assessment 6 (20%) The student may be required to answer short questions on any part of the course.	1,2,3,4,5	20.00	Week 30

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>
Laboratory	30 Weeks per Stage	4.00
Estimated Learner Hours	30 Weeks per Stage	3.00
Total Hours		210.00

**Module Delivered In**

Programme Code	Programme	Semester	Delivery
CW_KWCAP_C	<a href="#">Higher Certificate in Computing</a>	1	Mandatory