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| <b>Module Title:</b>  | Work Practice  |
| <b>Language of Instruction:</b>   | English  |
| <b>Credits:</b>   | 5  |
| <b>NFQ Level:</b>   | 6  |
| <b>Module Delivered In</b>  | <a href="#">1 programme(s)</a>   |
| <b>Teaching &amp; Learning Strategies:</b>  | <p>Lab sessions - communication of knowledge from the lecturer to the student through demonstrations.</p> <p>Problem Solving Exercises - student will work autonomously to resolve various computer applications/ office tasks.</p> <p>E-Learning - the module will be supported with online learning materials.</p> <p>Self-Directed Independent Learning - the emphasis on independent learning will develop strong and autonomous work and learning practices.</p>  |
| <b>Module Aim:</b>  | <p>In this module students will develop skills in preparation for the work placement module in year 3. Students will learn keyboard skills and will produce a portfolio of job application documentation. Students will also learn to work under time pressure in a virtual company to produce documentation to a work acceptable standard for areas such as meetings and event management. There will be a strong emphasis on soft skills such as time management, problem solving and good communication skills.</p> |
| <b>Learning Outcomes</b>  |  |
| <i>On successful completion of this module the learner should be able to:</i>                                       |  |
| LO1   | Touch type at 30 wpm at 97% accuracy.  |
| LO2   | Create a professional portfolio in preparation for work placement.   |
| LO3   | Work in a virtual company to produce documentation relating to data, people, meetings and event management.  |
| LO4   | Demonstrate soft skills such as time management, problem solving and good communication skills.  |
| <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>Keyboard skills (10%)</b><br>Introduction to touch typing software for improving keyboard skills.  |
| <b>Professional portfolio for work placement (20%)</b><br>Preparing a CV and job application documentation, preparing a LinkedIn profile. Using social networking for business.   |
| <b>Data, meetings and event management (20%)</b><br>Using Applications (Publisher/ Excel/ Word/ Outlook) for preparing documentation for managing people, meetings and events. Preparing financial documentation. Working with large databases.   |
| <b>Portfolio of Business Documentation (50%)</b><br>Working in a virtual company and completing tasks relating to the management of data, people, meetings and events within a set time frame and to a work acceptable standard. Using soft skills for problem solving and time management. |

| Assessment Breakdown  | %       |
|-----------------------|---------|
| Continuous Assessment | 100.00% |

| Continuous Assessment |  |                   |            |                 |
|-----------------------|--|-------------------|------------|-----------------|
| Assessment Type       | Assessment Description   | Outcome addressed | % of total | Assessment Date |
| Examination           | Keyboard skills exam   | 1                 | 20.00      | n/a             |
| Portfolio             | Personal portfolio in preparation for work placement             | 2                 | 20.00      | n/a             |
| Portfolio             | Producing business documentation in virtual business environment | 3,4               | 60.00      | 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> |
| Laboratory                 | Every Week       | 3.00                                   |
| Independent Learning       | Every Week       | 2.00                                   |
| Total Hours                |                  | 5.00                                   |

| <b>Workload: Part Time</b> |                  |  |
|----------------------------|------------------|--|
| <i>Workload Type</i>       | <i>Frequency</i> | <i>Average Weekly Learner Workload</i> |
| Laboratory                 | Every Week       | 1.50                                   |
| Independent Learning Time  | Every Week       | 1.00                                   |
| Total Hours                |                  | 2.50                                   |

**Module Delivered In**

| Programme Code | Programme  | Semester | Delivery |
|----------------|--|----------|----------|
| CW_BBPT_D      | <a href="#">Bachelor of Business with Options in Management. International Business, Supply Chain Management, Marketing, Human Resource Management</a> | 1        | Elective |