Ollscoil
Teicneolaíochta
an Oirdheiscirt

South East
Technological
University

Module Descriptor

Professional Communications (Computing and Mathematics)

Professional Communications
(A13325)

Short Title: Professional Communications
Department: Computing and Mathematics
Credits: 5   **Level:**   Introductory

Description of Module / Aims

The goal of this module is to enable students to develop key communication and issue exploration skills that are essential to the work-place environment as well as the student?s academic career. Such skills include: interpersonal skills, oral presentation skills, ability to participate in meetings, and ability to participate effectively in groups, along with writing skills for both academic and work-related documents and reports.

Programmes

	stage/semester/status
COMP-0644 BSc (Hons) in Applied Computing (WD_KACCM_B)	2 / 3 / E
COMP-0644 BSc (Hons) in Applied Computing (WD_KCOMP_B)	2 / 3 / E
COMP-0644 BSc (Hons) in Computer Science (WD_KCMSC_B)	2 / 3 / E
COMP-0644 BSc (Hons) in Software Engineering (WD_KDEVP_BI)	2 / 4 / M

Indicative Content

- Communication Flows within Industry, within Academia and for Professional Development
- Running Professional Meetings: Managing, Recording and Participation
- Structuring and Writing Academic Papers
- Understanding Audience Expectations
- Structuring and Creating Oral Presentations
- Creation of User Reference Documents
- Creation and Maintenance of Professional Technical Reports

Learning Outcomes

On successful completion of this module, a student will be able to:

1. Record and document meeting action items.
2. Complete a professional presentation.
3. Give a professional presentation.
4. Produce a Technical Review Commentary.
5. Construct a well-structured Technical Report.

Learning and Teaching Methods

- Lectures: latest research supporting the development of interpersonal and corporate communication skills.
- Lectures: exploring the themes of interpersonal communications, and the management of both Academic and Technical Writing.
- Tutorials: review and discussion of topic, team work, writing, oral speaking preparations.
- Practical: exercises using PCs to write, craft and review written and speaking exercises.

Learning Modes

Learning Type	F/T Hours	P/T Hours
Lecture	24	
Lab	24	
Independent Learning	87	

Assessment Methods

	Weighting	Outcomes Assessed
Continuous Assessment	100%	
Assignment	20%	4
Presentation	25%	2,3
Assignment	55%	1,5

Assessment Criteria

<40%: Unable to provide a meaningful presentation, or a clearly written Technical Report.

40%–49%: Be able to provide a meaningful presentation. Can write a comprehensible Technical Report. Can write a basic Technical Review Document.

50%–59%: Be able to provide a meaningful, well-structured presentation. Can write a comprehensible, well-structured Technical Report as well as create a Tech Review Document of a complex (and/or newer Technology).

60%–69%: Be able to provide a meaningful, well-structured presentation. Can write a comprehensible, well-structured Technical Report on a new and/or evolving application or software tool. Be able to create a Tech Review of a complex (and/or newer Technology).

70%–100%: Be able to provide an excellent presentation. Can write an excellent and comprehensive Technical Report on a new (and/or evolving) application or software tool that may be used in the ICT Industry. Be able to create an excellent Tech Review of a complex (and/or newer Technology).

Requested Resources

- Room Type: Computer Lab
- Lecture Room: Loose Seated