| 1.  | Module Code   | EC101A   |                    |
|-----|---|--|--------------------|
| 2.  | Module Title  | Communication Skills and IT  |                    |
| 3.  | Module Credit   | 10   |                    |
| 4.  | School(s) and<br>Subject Group(s)                                       | Engineering and Applied Science Engineering Systems and Management   |                    |
| 5.  | Staff Responsible   | Dr Peter Hedges / LSS  |                    |
| 6.  | Module Aim(s)   | To Provide Students with:  i. the opportunity to develop a range of communication, transferable and study skills;  ii. the basic skills required for the use of standard computer packages.  |                    |
| 7.  | Learning Outcomes   | On completing this module students will  i. have had the opportunity to develop their listening know how to cite sources of information, write of literature searches;  ii. possess the basic knowledge and skills to enable IT facilities and computer packages.  | CVs and undertake  |
| 8.  | Content   | Communication Skills.  Introduction to communication skills. Reading: skimming, scanning, rapid reading. Note taking. Report and essay writing: planning; structure; presentation; internal referencing systems; citing sources of information; common problems with English. Presentation of graphical information. Oral presentations.  Library and Information Systems: facilities; conducting a literature search.  Careers Service: CV writing; interview techniques  IT.  University computer systems and networks. Blackboard. Email. |                    |
|     |   | Wordprocessing, spreadsheets, powerpoint.  |                    |
| 9.  | Pre-requisites  | None   |                    |
| 10. | Format of Module  Contact hours: Lectures                               |  |                    |
|     | Tutorials Labs/Practicals Seminars Projects/Case Studies Directed Study | 4 x 2 hrs<br>12 x 2 hrs<br>-<br>4 hrs  |                    |
| 11. | Methods of Assessment   |  |                    |
|     | Examination Continuous Assessment                                       | 0% - 100% Written report (40%); oral presentation (35% spreadsheet exercise (15%)  | 5);                |
| 12. | Reading List  |  |                    |
|     | Recommended   | Hedges, P.D., (2006), Notes on Report Writing, Aston University.   |                    |
|     | Background  | Swales, J.M. and Feak, C.B. (1994), <i>Academic Writing for Graduate Students</i> , Michigan.  |                    |
| 13. | Programmes using module (and at what level)                             | BSc Construction Management<br>BSc Construction Project Management   | Level 1<br>Level 1 |
| 14. | Date of Revision  | 8th September 2008   |                    |