

## *INFORMATION AND COMMUNICATIONS TECHNOLOGY*

**Theme:** Business Environment / Information Technology  
**Assessment Weighting:** 100% Coursework

### **INTRODUCTION**

This module is specifically designed to develop key communication and IT skills necessary for today's business manager. Emphasis is placed on how to develop and enhance these skills both within an individual and group context. Ultimately, once these skills have been successfully acquired, it leads to greater personal and professional development.

### **AIMS**

The aims of this module are to:

- Outline the concept of the communication and IT process and how it can be effectively utilised to the benefit of an organisation
- Enable the students to develop essential communication and IT skills which are an essential component of the modern business environment
- Give the students the opportunity to demonstrate communication and IT skills that are required within an organisation
- Develop the students' interpersonal and team building skills in order to assist them in their personal and professional development.

### **LEARNING OUTCOMES**

On successful completion of this module, students should be able to:

- Demonstrate advanced skills in the application of the key components of the communication and IT process and justify its importance within a business environment
- Identify and apply essential communication and IT skills to facilitate their educational and professional development
- Demonstrate how to use the various methods of communication and IT software/hardware within a complex business environment
- Effectively develop interpersonal and team building skills demonstrating independent personal and professional development
- Use effective verbal, written and electronic means of communication including the proficient use of word, excel, powerpoint and access.

## **INDICATIVE MODULE CONTENT**

### **Introduction to Communication and IT**

- Communication and IT in Organisations

### **Written Communication**

- Business Letters
- Memoranda
- Using E-Mail/Word/Excel/PowerPoint & Access
- Reports/Press Releases

### **Databases**

- System Levels
- Information System Security

### **Oral, Visual and Non-Verbal Communication**

- Oral and Aural Communication
- Designing and Delivery of Formal Presentations
- Visual Communication Tools

### **Interpersonal Relations within Business**

- Team and Team Development
- Time Management

### **Research and Study Skills**

- Effective Study Skills
- Research Techniques