

Module Title:	INFORMATION AND COMMUNICATION SKILLS
Module Code:	BSCS03C
Level:	4
Credits:	15
Pre-Requisites:	None

Module Description:

The module is designed to introduce students to a range of techniques which will enable them to develop their skill base to meet a variety of information and communication needs in the workplace. The module is intended to be preparatory, supportive and developmental, building a strong foundation for the understanding and application of the skills to later learning across the programme.

Indicative Content:

- Presentation techniques: Key factors, preparation, delivery methods, visual aids, PowerPoint, OHP, Flip charts, questions, report writing, CAD and manual drafting, managing the audience
- Interpersonal skills: Assertiveness, Negotiation, Conflict handling, Listening, Speaking, Influencing, Non Verbal communication, Questioning skills, Positive language
- Group and team processes: Formal and informal groups, Impact of organisations, Group roles, Leadership, Identity, Decision making, Support mechanisms

Learning and Teaching Methods:

The module will be delivered through lectures, demonstrations, presentations and practical and group activities in order to integrate the theoretical and practical applications.

Formative assessment will be used to assist with skill development.

Specific Learning Resources:

- Construction resource room with internet and intranet connection to all workstations and appropriate software packages
- Drawing office

Bibliography

Highly Recommended

Adair, J and Thomas, N, (2004), Handbook of Management and Leadership, Thorogood London

Atkinson, C (2005) Beyond bullet points: Using Microsoft PowerPoint to create

Module Specifications: Schools of Construction & Engineering

presentations that inform, motivate, and inspire, United States of America :
Microsoft Press

Ellis R (1999) Constructive Communication – Skills for the Building Industry.
Oxford: Butterworth-Heinemann

Emmitt, S & Gorse, C.A. (2008) Construction Communication Oxford: Blackwell
Publishing Ltd

Hayes J (2002) Interpersonal Skills at Work 2nd edition Routledge New York

Reekie F, McCarthy T(1995), Reekie's Architectural Drawing, Architectural Press

Thomas N, (2003)The Concise Adair on Communication and Presentation Skills
London: Thorogood

Recommended

BSI Construction Drawings: Representation of Modular Sizes, Lines and Grids –
BS EN ISO 8560: 1999

BSI Construction Drawings: Simplified Representation of Concrete Reinforcement–
BS EN ISO 3766: 2003

Emmitt S & Gorse C (2006) Communication in Construction Teams Abingdon:
Taylor and Francis

Eggert, MA, (2011) Assertiveness Pocketbook, Alresford: Management
Pocketbooks

Evans,C (2008) Time Management for Dummies, Chichester: John Wiley and
Sons Ltd

Fryer B, C Egbu, R Ellis & C A Gorse (2011) The Practice of Construction
Management 4th edition. Oxford: Blackwell Publishing Ltd

Pedler,M (2006) Manager's Guide to Self-Development, Maidenhead: McGraw-Hill
Education

Background reading

Maier, P. Barney, A. Price, G, (2009) Study skills for Science, Engineering and
Technology students, Harlow: Pearson Education

Wilson, E, Bedford , D, (2009) Study Skills for Part Time Students, Harlow:
Pearson Education

Module Learning Outcomes

Subject Specific Learning Outcomes

On successful completion of this module you will be able to:

LO	Identify techniques for effective presentation and applies appropriate software packages.
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LO	Identify and apply a range of interpersonal skills essential to accurate communication.
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LO | Recognise essential components of group dynamics and their role in effective team working.

LO | Develop personal learning plan.

Assessment Title or element	Weighting (%)
Portfolio <ul style="list-style-type: none">group activity (by Christmas): 40%personal development portfolio (end of academic year): 60%	100%

Information correct at point of publication.