



Title:	Project Reports & Presentation	APPROVED
Long Title:	Project Reports & Presentation	
Module Code:	SOFT6004	Duration: 1 Semester
Credits:	5	
NFQ Level:	Fundamental	
Field of Study:	Computer Software	
Valid From:	Semester 2 - 2017/18 (January 2018)	
Module Delivered in	2 programme(s)	
Next Review Date:	November 2021	
Module Coordinator:	TOM O CONNOR	
Module Author:		
Module Description:	This module is intended to introduce students to the use of presentation software to facilitate effective face-to-face presentations and the use of spreadsheet software to support basic project management skills, in particular project costings and financial reporting. Some broader context will also be provided regarding effective oral presentation skills and project management.	
Learning Outcomes		
<i>On successful completion of this module the learner will be able to:</i>		
LO1	Use presentation software to facilitate effective face-to-face academic presentations	
LO2	Cost projects using a range of basic spreadsheet features	
LO3	Track and report project expenditure using a range of basic spreadsheet features	
LO4	Plan and prepare effective oral presentations making use of a range of standard office software and web-based resources	
Pre-requisite learning		
Module Recommendations		
<i>This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named MTU module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).</i>		
12123	INFO6008	ICT for research and reporting
Incompatible Modules		
<i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module. You may not earn additional credit for the same learning and therefore you may not enrol in this module if you have successfully completed any modules in the incompatible list.</i>		
No incompatible modules listed		
Co-requisite Modules		
No Co-requisite modules listed		
Requirements		
<i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed. You may not enrol on this module if you have not acquired the learning specified in this section.</i>		
No requirements listed		

Module Content & Assessment

Indicative Content

Project management

The need for project management; the role of project managers; the project cycle; project management tools and techniques; costing projects and reporting on expenditure

Oral presentations

Preparation, delivery, public speaking guidelines, visual and other aids

Spreadsheets for projects

Basic spreadsheet concepts and features, costing projects, costings and project proposals, tracking and reporting project expenditure

Presentation Software

Creating presentations using MS PowerPoint, structuring and sequencing your presentations, adding graphics and other multimedia

Assessment Breakdown

%

Course Work

100.00%

Course Work

<i>Assessment Type</i>	<i>Assessment Description</i>	<i>Outcome addressed</i>	<i>% of total</i>	<i>Assessment Date</i>
Practical/Skills Evaluation	In class test that requires students to plan and prepare a Powerpoint presentation	1	25.0	Week 6
Practical/Skills Evaluation	In class test that requires students to manipulate a number of spreadsheet files	2,3	30.0	Week 11
Practical/Skills Evaluation	An end of module test that requires students to plan and cost a project using Microsoft Excel, prepare a project Powerpoint presentation and then deliver this presentation.	1,2,3,4	45.0	Sem End

No End of Module Formal Examination

Reassessment Requirement

Coursework Only

This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.

The institute reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time				
<i>Workload Type</i>	<i>Workload Description</i>	<i>Hours</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lab	Although a number of theoretical and conceptual issues will be touched on this is primarily a "hands-on" module based around the use of computer software	3.0	Every Week	3.00
Independent & Directed Learning (Non-contact)	There will be a number of "take-home" activities for the student	4.0	Every Week	4.00
Total Hours				7.00
Total Weekly Learner Workload				7.00
Total Weekly Contact Hours				3.00

Workload: Part Time				
<i>Workload Type</i>	<i>Workload Description</i>	<i>Hours</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lab	Although a number of theoretical and conceptual issues will be touched on this is primarily a "hands-on" module based around the use of computer software	3.0	Every Week	3.00
Independent & Directed Learning (Non-contact)	There will be a number of "take-home" activities for the student	4.0	Every Week	4.00
Total Hours				7.00
Total Weekly Learner Workload				7.00
Total Weekly Contact Hours				3.00

Module Resources

Recommended Book Resources

- Curtis D. Frye 2013, *Microsoft Excel 2013 Step by Step*, 1st Ed., Microsoft Press [ISBN: 0735681015]
- Joan Lambert and Joyce Cox 2013, *Microsoft PowerPoint 2013 Step by Step*, 1st Ed., Microsoft Press [ISBN: 0735669104]

This module does not have any article/paper resources

Other Resources

- Online PDF: Institut National de Telecommunications *Oral Presentation Skills: A Practical Guide* http://people.engr.ncsu.edu/txie/publications/oral_presentation_skills.pdf
- Website: Thomas C Erren and Philip E Bourne *Ten Simple Rules for a Good Poster Presentation* <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1876493/>
- Website: James C. Coyne *Tips on Oral Presentations and Posters* <http://iscoms.com/participation/application/tips-tricks/tips-and-tricks-from-the-internet-for-oral-presentations-and-posters-by-james-c-coyne-phd/>
- Website: *Plan and Manage Distinct Community Development Projects* <http://www.sustainabledevelopmentnetwork.com/pdf2/Plan%20and%20Manage%20Projects%20-%20L4%20-%20LM%20-%20Content.pdf>
- Website: Ross Gardler 2013, *Essential Tools For Running A Community-Led Project* <http://oss-watch.ac.uk/resources/communitytools>

Module Delivered in

Programme Code	Programme	Semester	Delivery
CR_HCOED_7	<u>Bachelor of Arts in Community Development</u>	2	Mandatory
CR_HCOED_6	<u>Higher Certificate in Arts in Community Development</u>	2	Mandatory