



MODULE DESCRIPTION

Module title	Module code
IT and Communication Skills	

Lecturer(s)	Department where the module is delivered
Coordinator: assoc. prof. dr. Sigitas Dapkūnas	Department of Software Engineering Faculty of Mathematics and Informatics
Other lecturers: assoc. prof. dr. Romualdas Kašuba	Vilnius University

Cycle	Type of the module
First	Compulsory

Mode of delivery	Semester or period when the module is delivered	Language of instruction
Face-to-face	1 semester	Lithuanian

Prerequisites
Prerequisites: -

Number of credits Allocated	Student's workload	Contact hours	Self-study hours
5	130	84	46

Purpose of the module: programme competences to be developed
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Purpose of the module – mastering of widely used computer programs, to acquaint with symbolic calculations, to prove, to convince, to argue and to demonstrate with the suitable examples that in today's world the importance of communication skill is not decreasing - on the contrary, its role in informatics environment is growing.

Generic competences:

- Communication and collaboration (*GK1*).
- Life-long learning (*GK2*).
- Social responsibility (*GK3*).

Specific competences:

- Technological and methodological knowledge and skills, professional competence (*SK6*).

Learning outcomes of the module: students will be able to	Teaching and learning methods	Assessment methods
Will know the basics of OS Linux	Lectures, working offline, performing practical assignments	Exam (written), practical assignments
Will understand the concepts and principles of word processors, spreadsheets, presentation programmes.		
Will be able to prepare and modify documents.		
Will master the basics of HTML.		
Will acquaint with symbolic calculations.		
Will master the preparation rules for text documents that are needed for preparation of course and bachelor works.	The representing and understanding of material as the (more or less successful) process of dealing with problems and	Exam task
Will gain skills to be more clear and laconic, but at the same time also attractive and without loss of objectivity to represent oneself.		

Will be able to understand more precisely the importance of communication skills in the specialized nowadays world Will gain ability to deal more constructively and with the optimism when representing one's attitudes and listening the opinion of other persons	difficulties	
Will be able to apply more effectively the knowledge about the communication problems and applying most general communication patterns when preparing a self-presentation or a representation of the individual attitudes.	The representing and understanding of material as the (more or less successful) process of dealing with problems and difficulties Preparing of a representation (mostly applying PowerPoint technics)	Estimation of represented PowerPoint performance
Will gain some skills to listen and to feel the self report of other person more profoundly, to estimate it and to be able to find out the strong points of argumentation and, also, to see the places where an improvement might be required.	The representing and understanding of material as the (more or less successful) process of dealing with problems and difficulties	Estimation of performance
Will gain some skills to deal with dignity when attitudes meet and cross and to be able to gain more reasonable conflict solutions, acceptable for all participating sides, could be taken.	The representing and understanding of material as the (more or less successful) process of dealing with problems and difficulties	Estimation of performance
To be able to discuss points clearly, attractively and skillfully, to represent arguments in the logical way and be able to positively cooperate with environment solving any arising problems or other possible tasks.	Brain storm and group discussions	Exam task

Content: breakdown of the topics	Contact hours						Self-study work: time and assignments		
	Lectures	Tutorials	Seminars	Practice	Laboratory work (LW)	Tutorial during LW	Contact hours	Self-study hours	Assignments
IT Skills									
OS Linux fundamentals	1				2		3	1	Study of literature, practical assignments
Word processors	6				12		18	6	
Spreadsheets capabilities	5				12		17	6	
Presentation programmes	1				2		3	5	
Internet capabilities and use, HTML elements	1				2		3	2	
Symbolic calculations	2				2		4	2	
<i>Total</i>	16				32		48	22	
Communication Skills									
The inevitability of the communication in a nowadays world. The indispensable importance of practical communication and the role of the gained skills	2				1		3	1	An attempt to represent the self report of the person applying the PowerPoint Formulation of main principles. Case study and preparing for the PowerPoint presentation of the institution (school) The preparation of representing of other person (personal
The interplay of personal with the professional environment. What features serves positively and what negatively in the professional environment	2				2		4	4	
Personal and professional attractiveness: how to make yourself to look more perceptive and more appreciated. Subtleties of behavior, complex of inferiority and phobias.	2				3		5	2	
Rhetoric as a way of effective self expression. Rhetoric and the person. The connection between thinking and ability to communicate successfully	2				2		4	1	

The place of a CV and motivation talk, its role and destination. The philosophy of importance of self-representation. CV as a possible source of objective truth concerning the person and the aims and expectations of the possible employers.	2				2		4	2	friend) with PowerPoint The preparation of CV, its representation and possible comments Self-study of literature Preparation for exam task as well as discussion concerning the role and place of exact thinking in informatics. Active discussions and analysis of general acceptability of tasks proposed. Preparation for the concrete possible exam task
Objective truth as possibility in real human communication. Verbal and non-verbal communication. The seeking of truth as an aim of human nature and personal will.	2				2		4	1	
The advantages of exact thinking and its possible boundaries. The effective exact thinking as the main component of the success in the informatics environment as well as in personal and professional space. The psychological universality of exact thinking and the human stability.	2				2		4	4	
The role of communication by taking decisions in the nowadays society. The partial loss of sense for reality – imaginary values, imaginary reality and the simulation of imaginary activity	2				2		4	1	
Self-dependent generalization of conclusions based on materials presented and literature studied when preparing for exam task		2					2	10	
<i>Total</i>	<i>16</i>				<i>16</i>		<i>32</i>	<i>24</i>	
Exam		2					4		2 hours for tutorial, 2 hours for exam
Grand Total	32	2			48		84	46	

Assessment strategy	Weight %	Deadline	Assessment criteria
Work in computer class (IT Skills)	20	Each week of semester	Each performed assignment is evaluated. Points are assigned proportional to performed and accounted assignments. Only students who performed more than half of all assignments will be able to take the exam.
3 performances (at least 2 applying PowerPoint)	30	During semester	For estimation of the performances first of all the notice ability, ability to be laconic as well as (sufficiently) regular pattern form (starting up from the language) are take into account. Each performance is estimated up to 1 point. For the successful performance 3 points might be awarded.
Performance during classes of communication skills	0-10	During the semester	The person represents its views and attitudes with remarkable dignity leaving enough place for the possible other views and attitudes and isn't too categorical. For effective active attitude during the semester 1 additional point might be added in the case when whole number of points is less than 4.
Exam task	50	During exam session	<i>IT Skills</i> : Five open-ended questions. The answer to each question is estimated from 0 to 0.8 points. <i>Communication Skills</i> : 1 assignment. Up to 1 point

Author	Publishing year	Title	Number or volume	Publisher or URL
Required reading				
B. Leonavičienė	2011	Microsoft Office 2010 (in Lithuanian)		Kaunas: Smaltija
		Learn to Create Websites		http://www.w3schools.com/
G. Misevičius, A. Pincevičius, R. Rakauskas, R. Eidukevičius	1999	Higher mathematics (in Lithuanian)		Vilnius: TEV
Dale Carnegie	1998	How to win friends and influence people (in Lithuanian)		Kaunas, Gardenija

Joel Edelman, Mary Beth Crain	1997	The TAO of negotiation (in Lithuanian)		Vilnius: Margi raštai
Regina Koženiauskienė	2001	Rhetoric (in Lithuanian)		Vilnius: Science and Encyclopaedia Publishing Institute
Recommended reading				
H. G. Tyson	2010	Microsoft Word 2010 Bible		Wiley Publishing
J. Walkenbach	2010	Microsoft Excel 2010 Bible		Wiley Publishing
Fiske J.	1999	Introduction to Communication Studies (in Lithuanian)		Vilnius: Baltos lankos
Michael J. Quinn	2006	Ethics for the information age	2nd edition	Pearson Education
Ruseckij V.F., Ignatovič T.V., Dolbik E.E.	2010	Vivid rhetoric – preparing public speech (in Lithuanian)		Minsk: association “Contest”
Frederick Winslow Taylor	2005	Principles of Scientific Management (in Lithuanian)		Vilnius: Eugrimas
Romualdas Kašuba	2006	What to do when you do not know what to do? (in Lithuanian)		Vilnius TEV