GROUP 'B' GENERIC COURSE DESCRIPTIONS

The courses in this group are compulsory and must be completed within 12 months of enrolment if you are a full-time student and within 24 months of enrolment if you are a part-time student.

To reserve a place on courses in Group 'B' please contact the Graduate School Office on 0116 250 6242 or by email at rtp@dmu.ac.uk.

Create and Manage Large Documents Using Word 2007 (REST7003)

Course Description:

All students attending this course **must** have prior experience of using Microsoft Word or attended the Word Tables and Word Intermediate courses delivered by IT Skills.

This **advanced intensive course** will focus on how to get the best out of Microsoft Word when producing reports, academic papers or longer documents. By the end you will be able to:

- create and apply templates,
- use styles effectively to control the appearance of a document,
- know how to outline and plan a document,
- ensure consistency of appearance,
- use a selected range of automated features provided with MS Word,
- create macros and use auto corrects.

To reserve a place on this course you must complete the IT Training booking form and return to IT Skills, Kimberlin Library.

Exemptions

Requests for exemption will be considered.

This course is not compulsory for students registered within the Faculty of Technology

Joint Skills Statement Competency
Research Management

Presenting Your Research To An Audience (REST7201)

Course Description:

This course will assist you in preparing to present your research at seminars and conferences. The objectives of this course are:

- describe the process of effective preparation,
- share some strategies for controlling nerves,
- highlight the importance of considering your audience,
- identify some of the features of effective spoken communication,
- provide you with the opportunity to practise the opening three minutes of your talk,

Exemptions
Requests for exemption will be considered.

Joint Skills Statement Competency
Communication Skills

Research Ethics: Online (REST7525)

Course Description:

This online Blackboard course is designed to give you some detailed understanding of research ethics and the role it plays in your studies as a research student.

'Your Course' should not simply be viewed as a one-off course you have to complete but rather as an ongoing resource which you can draw upon throughout your time as a registered research student here at De Montfort University.

For this reason there are facilities where you can post your ideas and comments, and enter into discussion with others in this research community throughout your time here.

Furthermore, there is an additional area in the Blackboard resource called 'Your Community' where you can develop and share knowledge with other research university students.

You are encouraged to use this area to discuss research ethics related issues with other students, share news items you may have seen and generally use the area to sustain ongoing activity amongst research students on this important subject.

The key learning objectives are:

- to understand the broad range of topics in research ethics,
- to understand the topics in research ethics specific to your discipline,
- to be able to identify and address the ethical issues specific to your research from inception through to completion,

- to be aware of the need to share good research ethics practice.

Exemptions
Requests for exemption will be considered.

Joint Skills Statement Competency
Research Environment

Writing Skills (REST7002)

Course Description:

Aimed at first year students, this course will help you overcome many of the barriers to writing effectively, producing reports and ultimately your thesis.

Objectives are to:

- consider different writing styles and approaches,

- identify ways to improve your writing,

- develop your writing style through short writing exercises aimed at the completion of your transfer report and/or thesis.

Exemptions
Requests for exemption will be considered.

Joint Skills Statement Competency
Communication Skills