MODULE DESCRIPTOR

Module Title

Collaborative And Professional Skills In Computing

Reference	CM1013	Version	10
Created	September 2017	SCQF Level	SCQF 7
Approved	August 2007	SCQF Points	30
Amended	September 2017	ECTS Points	15

Aims of Module

To enable learners to develop a professional attitude to learning and collaborative working, preparing for continuous professional development in the Computing/IT industries.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1	Interact effectively with others in a group working context, demonstrating ethical and professional work practices.
2	Communicate effectively by developing and presenting information in written, oral and visual form.
3	Investigate, describe and explain business information systems that support business/organisations.
4	Engage in development appropriate to degree path.

Indicative Module Content

Principles and practice of group-working, investigation and problem-solving techniques. Written, oral and visual communication: principles and practice of communication, structured report writing, use of visual aids. Information visualisation: visual design, layout, grids and visual hierarchy; using visual elements: bitmapped graphics, vector graphics, text, animation. Information systems: ERP, CRM, supply chain management, GIS. The competitive, political, economic, socio-cultural, technical and ecological factors influencing organisations. The value chain. The process of strategy and contribution of strategic analysis to a competitive business. Study skills: accessing information resources, referencing, note-taking, time management for study and assessments, preparation for assessments. PDP: identifying goals and actions, reflective analysis. (CS only): CCNA 1 certification, covering Networking Basics; cabling LANs and WANs, network media and routing fundamentals.

Module Delivery

This module is delivered through Semesters 1 and 2, and its learning outcomes are assessed through joint project work in the context of Information Systems.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	140	N/A
Non-Contact Hours	160	N/A
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	300	N/A
Actual Placement hours for professional, statutory or regulatory body		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:	Coursework	Weighting:	100%	Outcomes Assessed:	1, 2, 3, 4
Description:	Written coursework.				

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

The calculation of the overall grade for this module is based on 100% weighting of Component 1. An overall minimum grade D is required to pass the module.

Module Grade	Minimum Requirements to achieve Module Grade:
A	To achieve an A, the student needs to achieve an A in Component 1
B	To achieve a B, the student needs to achieve a B in Component 1
C	To achieve a C, the student needs to achieve a C in Component 1
D	To achieve a D, the student needs to achieve a D in Component 1
E	To achieve an E, the student needs to achieve an E in Component 1
F	To achieve an F, the student needs to achieve an F in Component 1
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None in addition to course entry requirements.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

1	COTTRELL, S., 2015. Skills for success: Personal Development and Employability. 3rd ED. (Palgrove Study Skills). 4th edition.
2	COTTRELL, S., 2015. Personal Development and Employability. 3rd edition.
3	CUTTS, M. 2013. Oxford Guide to Plain English. Oxford University Press. 4th edition.
4	RAINER,R.K.,TURBAN,E.,POTTER,R.E., 2014. Introduction to Information Systems. Wiley. 5th edition.