Module Title **Collaborative And Professional Skills In Computing** **Keywords** Study Skills, Communication, Group Work, Information Systems	Reference CM1013 SCQF Level SCQF 7 SCQF Points 30 ECTS Points 15 Created March 2007 Approved August 2007 Amended September 2012 Version No. 4

This Version is No Longer Current

The latest version of this module is available here

Prerequisites for Module	**Indicative Student Workload**	
None in addition to course entry requirements.	*Contact Hours* Assessment Group work Lectures Workshops	Full Time 20 60 30 30
Corequisite Modules		
None.	*Directed Study* Directed Reading Personal Development Planning	35 25
Precluded Modules		
None.	*Private Study* Private Study	100
Aims of Module	**Mode of Delivery**	
To enable learners to develop a professional attitude to learning and collaborative working, preparing for continuous professional development in the Computing/IT industries.	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. **Assessment Plan**	

	Learning Outcomes Assessed
Component 1	1,2,3,4,5

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 evaluate business information systems that support business/organisations at operational, tactical and strategic levels.
4. Investigate and describe the role of IT management and evaluate IT service provision in the context of a business/organisation's requirements.
5. Plan their own personal development

Component 1 - Coursework

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.

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. IT service management, IT governance, industry standards. Study skills: accessing information resources, referencing, note-taking, time management for study and assessments, preparation for assessments. PDP: identifying goals and actions, reflective analysis, use of PDP tools.