

Module Title Collaborative And Professional Skills In Computing	Reference CM1013 SCQF Level SCQF 7 SCQF Points 30 ECTS Points 15 Created March 2007
Keywords Study Skills, Communication, Group Work, Information Systems	Approved August 2007 Amended April 2015 Version No. 7

This Version is No Longer Current

The latest version of this module is available [here](#)

Prerequisites for Module

None in addition to course entry requirements.

Indicative Student Workload

<i>Contact Hours</i>	Full Time
Assessment	20
Group work	60
Lectures	30
Workshops	30

Corequisite Modules

None.

<i>Directed Study</i>	
Directed Reading	35
Personal Development Planning	25

Precluded Modules

None.

<i>Private Study</i>	
Private Study	100

Aims of Module

To enable learners to develop a professional attitude to learning and collaborative working, preparing for continuous professional development in the

Mode of 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.

Assessment Plan

Computing in
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
at operational, tactical
and strategic levels.
4. Undertake a strategic
analysis of a
business/organisation,
identify areas of
improvement and
write up analysis and
recommendations in a
business report.
5. Plan their own
personal development

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

Component 1 - Coursework

Indicative Bibliography

1. COTTRELL, S., 2015. Skills for success:
Personal Development and Employability.
3rd ED. (Palgrave 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. 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, use of PDP tools.