

Module Title Collaborative And Professional Skills In Computing	Reference CM1013 SCQF Level SCQF 7 SCQF Points 30 ECTS Points 15 Created March 2007 Approved August 2007 Amended July 2016 Version No. 9
Keywords Study Skills, Communication, Group Work, Information Systems	

This Version is No Longer Current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.

(CS only): CCNA 1 certification, covering Networking Basics; cabling LANs and WANs, network media and routing fundamentals.

Indicative Student Workload

Corequisite Modules

None.

<i>Contact Hours</i>	Full Time
Labs	72
Lectures	24

Precluded Modules

None.

<i>Directed Study</i>	
Assessment	40
Directed Reading	48

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

<i>Private Study</i>	
Private Study	116

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.

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,

Assessment Plan

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

Component 1 - Coursework totalling 100% of the total module assessment.

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.

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.