
CO1007 Study Skills and Professional Practice

Credits: 10 **Convenor:** Dr. R. L. Crole & Prof. R. Heckel **Semester:** 1st

Prerequisites: none

Assessment: Coursework: 100%

Exam: 0%

Workshops: 18 hours

Class Tests: 2 hours

Other: 20 hours

Private Study: 35 hours

Subject Knowledge

Aims To introduce students to professional bodies (especially the BCS, The Chartered Institute for IT, and aspects of computing law and ethics.

Learning Outcomes Describe the main features of professional bodies, law, social issues and ethics in Computing.

Methods Lectures, workshops and surgeries. Support with web based materials and learning packs from the Student Development Unit.

Assessment Essays, group work, and class test.

Skills

Aims To equip students with a range of study skills and organisation techniques, so as to enable independent and life-long learning.

Learning Outcomes

Students should be able to

- A. Identify ways of understanding and using taught classes, assessment and feedback to support and develop their learning.
- B. Describe and assess the main features of professional bodies, law, social issues and ethics in Computing.
- C. Write clearly in ways appropriate to the study of Computing.
- D. Understand and apply principles of effective time management to their studies.
- E. Develop their reflective practice to aid effectiveness of personal development planning.
- F. Understand and apply principles of team working and so contribute effectively to group work.
- G. Develop good scholarship in the searching, evaluating and using of information sources.
- H. Explain key techniques in developing their revision and exam skills.

Methods Lectures, workshops and surgeries. Support with web based materials and learning packs from the Student Support Unit.

Assessment Essays, group work, and class test.

Explanation of Prerequisites Some previous experience of study and time organization.

Course Description Study and learning at University requires a large volume of private study and independent learning. The teaching methods are very different from those typically encountered at schools. This module teaches the required skills, and does so from the viewpoint of a computing professional. As such, you will learn about the BCS, computing law and ethics, and the role of computers in today's society.

Detailed Syllabus

- Lectures/workshop on professional societies, professional practise, law and ethics.
- Guest external lecture on professionalism.
- SLC workshop on making use of classes.
- SLC workshops on writing skills, information sources and plagiarism.
- SLC workshop on Personal Development (PDP).
- SLC workshop on time management and work organization.
- SLC workshop on group work, and assessment and feedback.
- Workshop on practical group work.
- Tutorials on examples of good writing, note taking, plagiarism, feedback and assessment.

Reading List

- [B] R. Ayres, *Professional Issues in Computing*, Prentice Hall, 1999.
- [B] F. Bott, *Professional Issues in Information Technology*, British Computer Society, 2005. Reprinted 2008.
- [B] Zobel, Justin, *Writing for computer science*, 2005.
- [B] Greetham, Bryan, *How to write better essays*, 2008.
- [B] Warburton, Nigel, *The basics of essay writing*, 2007.
- [B] Levin, Peter, *Write great essays! : a guide to reading and essay writing for undergraduates and taught postgraduates*, 2004.
- [C] T. Gilb, *Principles of Software Engineering Management*, Addison-Wesley, 1988.

Resources Workshop notes, web page, study guide, worksheets, lecture rooms.

Module Evaluation Questionnaires and module review.