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.

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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


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

Module Evaluation  Questionnaires and module review.