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## CO4210 Personal and Group Skills

**Credits:** 15    **Convenor:** Prof T Erlebach, Prof A Kurz    **Semester:** 1<sup>st</sup> and 2<sup>nd</sup>

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**Prerequisites:** none

**Assessment:**    *Group discussions: 30%*                      *Collective essay: 50%*  
                         *Oral presentation: 20%*

**Lectures:**        6    *hours*

**Other:**                4    *hours*

**Seminars:**        8    *hours*

**Private Study:**    94.5    *hours*

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### Skills

**Aims**    The aim of this module is to provide students with skills that are way up the value chain of any IT employer: critical analysis, appraisal of evidence, communication, working relationships, managing learning, and research.

**Learning Outcomes**    At the end of the module, students should have improved their ability to:

- locate, organise and marshal evidence, report on findings, analyse complex ideas and construct sophisticated critical arguments;
- demonstrate knowledge of how and when to draw on the knowledge and expertise of others;
- contribute and comment on ideas in syndicate groups;
- reflect on and write up results;
- plan and present research clearly and effectively using appropriate IT resources;
- deliver oral presentations to professional standard;
- respond to questioning;
- write cogently and clearly

**Methods**    Seminars by guest speakers, handouts and recommended texts, moderated group discussions, oral presentation, collective writing, workshops on transferable skills and career planning.

**Assessment**    Moderated group discussions, 4,000 word collective essay, 10 minute oral presentation.

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**Explanation of Prerequisites**    none

**Course Description**    This module combines attendance of seminars especially commissioned from speakers selected for their presentation skills and state-of-the-art research, group discussions and collective essay writing on topics selected for the seminars, as well as a series of workshops on transferable skills and career planning run by the Student Learning Centre of the university. At the end, students should have improved their ability to:

- locate, organise and marshal evidence, report on findings, analyse complex ideas and construct sophisticated critical arguments;
- know how and when to draw on the knowledge and expertise of others;
- contribute and comment on ideas in syndicate groups;
- reflect on and write up results;
- plan and present research clearly and effectively using appropriate IT resources;

- deliver oral presentations to professional standard;
- respond to questioning;
- write cogently and clearly

**Resources** Seminars by guest speakers, hand-outs and recommended texts, moderated group discussions, oral presentation, collective writing, web support.

**Module Evaluation** Course questionnaires, course review.