CO7210 Personal and Group Skills

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

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*

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.

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.