
CO4210 Personal and Group Skills

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

Prerequisites: none

Lectures: 3 hours

Other: 4 hours

Seminars: 8 hours

Independent Study: 135 hours

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

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.

Assessment Moderated group discussions (including peer assessment exercise), 4,000 word collective essay, 10 minute oral presentation.

Explanation of Prerequisites none

Module 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 run by the Library and 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.