



Module Specification

Professional and Academic Skills

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Part 1: Information

Module title: Professional and Academic Skills

Module code: UFCEEV-30-3

Level: Level 6

For implementation from: 2024-25

UWE credit rating: 30

ECTS credit rating: 15

College: College of Arts, Technology and Environment

School: CATE School of Computing and Creative Technologies

Partner institutions: None

Field: Computer Science and Creative Technologies

Module type: Module

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: The Professional and Academic Skills module is designed to provide students with a comprehensive set of skills necessary for success in both professional and academic environments.

Features: Not applicable

Educational aims: The educational aims of the Professional and Academic Skills module are to equip students with a diverse set of transferable skills that are

essential for success in both professional and academic settings. By providing a comprehensive understanding of the relationships between people, organizations, information systems, and technology, as well as developing practical skills in communication, teamwork, writing, and research, this module prepares students to effectively navigate the challenges and opportunities they will encounter in their future careers and academic pursuits.

Outline syllabus: Indicative Syllabus:

- Explore relationships between people, organizations, information systems, and information technology
- Investigate, analyze, and model organizations, information systems, and IT from various perspectives
- Develop skills in working with people, forming and managing teams, communicating, record-keeping, and documentation
- Enhance practical communication skills, including report-writing, oral communications, interviewing, and presenting
- Understand learning styles, action learning, and reflective practice
- Improve writing and research skills, including document creation, writing for specific and international audiences, academic writing for projects and dissertations, and using sources
- Prepare for careers in the field of IT and create personal development plans
- Understand cultural expectations in the IT workforce
- Examine the role of professionals, professional bodies, and codes of practice
- Explore business, stakeholder, and philosophical ethical frameworks
- Discuss moral and corporate responsibility
- Recognize technology innovation (including disruptive technologies) as a crucial component of change, sustainability, and growth

Part 3: Teaching and learning methods

Teaching and learning methods: The module will be delivered via interactive lectorial.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 Demonstrate effective written and verbal communication in various professional and academic contexts.

MO2 Critically analyse complex professional ethical issues, making decisions that demonstrate integrity and align with relevant codes of conduct.

MO3 Collaborate and communicate professionally in diverse teams, demonstrating leadership, cultural awareness, and an enterprise skillset.

MO4 Apply self-management and reflective practice to enhance personal and professional development.

Hours to be allocated: 300

Contact hours:

Independent study/self-guided study = 228 hours

Computer-based activities = 48 hours

Total = 300

Reading list: The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://rl.talis.com/3/uwe/lists/A35EC662-5547-21D3-9D36-54C767ECB7DA.html) via the following link <https://rl.talis.com/3/uwe/lists/A35EC662-5547-21D3-9D36-54C767ECB7DA.html>

Part 4: Assessment

Assessment strategy: The assessment for this module will be a portfolio consisting of various small tasks that evaluate the students' achievement of the module learning outcomes. The portfolio will assess the students' ability to demonstrate effective communication, critically analyse professional ethical issues, collaborate in diverse teams, and apply self-management and reflective practice. Students will receive formative feedback throughout the module to support their learning and development.

The resit strategy will be the same as for first sit.

Assessment tasks:**Portfolio (First Sit)**

Description: The portfolio will assess the students' ability to demonstrate effective communication, critically analyse professional ethical issues, collaborate in diverse teams, and apply self-management and reflective practice.

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Portfolio (Resit)

Description: The portfolio will assess the students' ability to demonstrate effective communication, critically analyse professional ethical issues, collaborate in diverse teams, and apply self-management and reflective practice.

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Information Technology {Top-Up} [SHAPE] BSc (Hons) 2024-25

Information Technology {Top-Up} [Frenchay] BSc (Hons) 2024-25

Information Technology {Top-Up} [INTUNI] BSc (Hons) 2024-25

Information Technology {Top-Up} [INTUNI] BSc (Hons) 2024-25

Information Technology {Top-Up} [SHAPE] BSc (Hons) 2024-25

Information Technology {Top-Up} [Frenchay] BSc (Hons) 2024-25

Information Technology {Top-Up} [Phenikaa] BSc (Hons) 2024-25

