

Professional Skills 2023-2024: Semesters I & II

CT1112: 1BCT (BSc.CS&IT)

Module Code: CT1112
Credits: 5
Lecture Hours: 24
Lecturer: Karen Young
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Module Delivery:

This module is delivered every week in one-hour lectures over semesters I and II. The module is continuously assessed with equal assessment weighting in both semesters.

Semester I Lectures: Tuesdays(MRA201) 09h00-10h00

Semester II Lectures: Wednesdays (TBC) 14h00-15h00

Module Aims and Topics Covered

This module is concerned with the development of effective communication skills to support your academic and professional career as a computer scientist. Non-technical skills, such as communication, collaboration, time management and critical thinking skills are critical components of computing career success. Students will complete the course with a greater understanding of their own communication style, strengths and weaknesses, and will be equipped with the tools and techniques required to continue to develop these skills throughout their careers. The following topics are covered in this module:

- Emotional Intelligence; Self Awareness
- Work Organisation & Effective Time Management
- Personal Communication Skills: Written, Verbal and Non Verbal
 - Technical Writing, Referencing and Plagiarism
 - Social Media Skills
- Interpersonal Communication Skills:
 - Group work
 - Presentations: Agile Standups
 - Code Reviews
 - Collaborative Technology Tools

Course Assessment:

• Weekly MCQ's:	20%
• CS Blog/ Reflections:	10%
• CS Communication Tools Report	10%
• Scientific Writing Paper:	20%
• Social Media (LinkedIn):	10%
• Scrum Presentation:	10%
• Code Review:	20%

Module Learning Outcomes:

Upon completion of this module, the student will be able to:

1. Elaborate the importance of effective communication in professional contexts
2. Organise and manage their time on work tasks effectively
3. Write ethically and effectively for various audiences
4. Critically think about various communication media and messages
5. Identify and communicate a professional technical profile
6. Interact effectively with others
7. Prepare and present technical content effectively
8. Perform code reviews

Semester I Course Outline: Personal Communication Skills

Week 1:	CT1112 Module Overview
Week 2:	What is Computer Science? What does a Computer Scientist Do?
Week 3:	Personality: Self Awareness; Adaptability; Resilience
Week 4:	Work Organisation: Planning, Time Management
Week 5:	Effective Communication
Weeks 6-10:	Writing Skills: Technical Writing; AI; Plagiarism; Tools

Semester II Course Outline: Interpersonal Communication Skills

Weeks 1-2:	Professional Social Media Skills: LinkedIn Profile, GitHub
Week 3:	Interpersonal Communication Skills
Week 4:	Group Work: Working with Others; Empathy, Persuasion, Bias
Week 5:	Verbal Skills: Presentations
Weeks 6-9:	Scrum (Guest Lecture) ; Presentations
Weeks 10-12:	Code Reviews; Professional software tools (e.g. Github)

Academic Integrity:

The copying, including or directly quoting from the work of another without adequate acknowledgement in order to obtain benefit or credit, **plagiarism** is an academic offence and taken very seriously at University of Galway. Plagiarism can arise through poor academic practice or ignorance of accepted norms and each student should ensure they are familiar with good academic practice in this regard.

Self-plagiarism is where a student re-uses work previously submitted to another course within the University or in another institution.

Each student should familiarise themselves with the following University of Galway resources on Academic Integrity at the following sources:

- A guide to maintaining academic integrity, including information on plagiarism, citation and referencing:
<https://libguides.library.universityofgalway.ie/AcademicIntegrity>
- Plagiarism at University of Galway: This page refers to NUI Galway's policies and procedures on plagiarism, as well as resources to help avoid plagiarism.
<https://libguides.library.universityofgalway.ie/c.php?g=653961&p=4591733>
- Plagiarism and Citation: Referencing and Citation
<https://libguides.library.universityofgalway.ie/AcademicIntegrity/Referencing/Citation>
- QA220 Appendix 1: Outcomes for Student Breach of Academic Integrity
<https://www.universityofgalway.ie/media/registrar/docs/Appendix-1-Academic-Integrity-Policy-Final.pdf>

