

Module Title	<b>Professional Practice</b>
Level	4
Reference No.	CSI_4_PPR
Credits	20
Student Study Hours	Total: 200 Contact hours: 52 Student managed learning hours: 148
Pre-Requisites	None
Co-requisites	None
Excluded combinations	None
Module coordinator	TBC
Division	Division of Computer Science and Informatics
Short Description	As a new entrant to the university, this module prepares you for developing an understanding of - and skills for - academic study and the world of work, and the professional and personal skills you will need. You will be introduced to all aspects of university study and being an IT professional, allowing your ideas to be explored and developed throughout your time at LSBU and beyond. The topics studied will be used to develop the skills that both a graduate and an IT professional will require and will give you ample opportunities to develop your intellectual skills as well as your practical ones. In addition to these topics on professionalism, the module will introduce you to a range of topics relating to computer-based information systems, e-business and how business organisations work. The module is largely based on some existing model syllabi (as devised by professional bodies such as the Association for Computing Machinery (ACM) and The Chartered Institute for IT (BCS)) but this has been adapted for the particular needs of LSBU's new entrants.
Aims	You will develop the skills you need to study independently at a university in order to prepare you for the challenges that lie ahead. You will also develop an understanding and appreciation of the value of IT to business, and you will again awareness of professionalism and ability to act in a professional manner. These skills are there to prepare you for being a graduate and an IT professional.
Learning Outcomes	<p><b>LO1: Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Understand how to conduct yourself as an undergraduate and to take control of your learning experiences in an effective manner.</li> <li>• Understand and explore social, ethical and legal issues which affect the development and use of information systems and IT in support of business processes. (Maps to: BCS 2.2.1 a6-a8)</li> </ul> <p><b>LO2: Intellectual Skills</b></p> <ul style="list-style-type: none"> <li>• Develop the ability to identify, analyse, use and criticise relevant literature from appropriate academic, technical and professional sources. (Maps to: BCS 2.2.1 a1, a3)</li> </ul> <p><b>LO3: Practical Skills</b></p> <ul style="list-style-type: none"> <li>• Use University resources to obtain evidence to underpin arguments. (Maps to: BCS 2.2.1 b2, b3) ( )</li> </ul> <p><b>LO4: Transferable Skills</b></p> <ul style="list-style-type: none"> <li>• Make compelling arguments in written and verbal formats. Working in teams (Maps to: BCS 2.2.1 c1, c2))</li> </ul>

Employability	This module will ensure that as a new entrant to the degree you have the foundations to build all of the skills required by a Chartered IT Professional (CITP).
Teaching and Learning Pattern	The module will be delivered through a combination of lectures, seminars, lab sessions and directed reading, including guest presentations from IT and other professionals.
Indicative Content	<ul style="list-style-type: none"> <li>• Business environments. Political, economic, social, technological, legal and environmental factors. Globalisation.</li> <li>• Organisation &amp; information systems. Enterprise systems. Competitive advantage. The role of information management in businesses.</li> <li>• Business processes. Goods and services. Business functions and supply chain management.</li> <li>• Professionalism. Professional and ethical issues in the IT industry.</li> <li>• Study skills. Listening and reading skills. Time management. Researching and analysing information. Accessing and using academic literature.</li> <li>• Group and teamwork. Group dynamics. Giving and receiving feedback. Meetings.</li> <li>• Writing skills. Essay writing. Business report writing.</li> <li>• Oral presentation skills. Presenting using visual skills.</li> </ul>
Assessment Elements & weightings	<p><b>COURSEWORK 100%</b></p> <p><b>Summative Assessment</b></p> <p>Coursework: Students will typically be asked to keep an e-portfolio which will be populated gradually as students complete their weekly and other tasks. Some tasks will be individual, and some others will be team-based. (Maps to: BCS 2.2.1 a1, a3, a6, a8, b2, b3, c1, c2; BCS 2.2.3 a1-a3, a5, a6) (LO1-LO4)</p> <p><b>Formative Assessment</b></p> <p>Skills for the summative assessment will be embedded throughout formative opportunities in Lectures and Workshops. Formative assessment will take different forms, such as:</p> <ul style="list-style-type: none"> <li>• interactive quizzes</li> <li>• think-pair-share concept and class discussions</li> <li>• verbal feedback on tutorial activities</li> <li>• observation and questioning to provide instant feedback as the student takes part in learning activities</li> </ul>
Indicative Sources (Reading lists)	<p><b>Core:</b></p> <ul style="list-style-type: none"> <li>• Cotterell, Stella (2019) <i>The Study Skills Handbook</i> – Basingstoke: Palgrave (Macmillan).</li> <li>• Fundamentals of Information Systems, Cengage Learning, (2015). ProQuest Ebook Central, <a href="https://ebookcentral.proquest.com/lib/lbuuk/detail.action?docID=5133059">https://ebookcentral.proquest.com/lib/lbuuk/detail.action?docID=5133059</a></li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>• Baase Sarah (2008) <i>Gift of Fire: International Version: Social, Legal, and Ethical Issues for Computing and the Internet</i> – Upper Saddle River, NJ, Pearson Education</li> <li>• Oz, Effy, and Jones, Andy (2008) <i>Management Information Systems</i>. London, Cengage Learning EMEA.</li> </ul>