

ISCG 5430 – Professional Skills for IT Practitioners

Course Schedule: 2017 Semester 2

DAY CLASSES

Week No.	Week Beginning	Lecture Topics	Tutorial Topics	Assessment
1	24 Jul	Introduction – About the course	What is a professional; what sort of computer jobs are there; what are soft skills?	Assignment 1 released Hand in Worksheet 1 – Professional Skills
2	31 Jul	Communication: Electronic communication	Emails Questioning – how to gain information by asking questions; different types of questions.	Quiz 1 – Communication
3	07 Aug	Team work – how to work together as a team for a common purpose	Active Listening – what is it and how you can improve your listening skills Teamwork – how to be a team player Learning Styles & Teamwork exercises	Hand in Worksheet 2 – Teamwork Quiz 2 – Teamwork
4	14 Aug	Meetings & Minutes – how to run and participate in a meeting; what written documents are needed	Meetings & Minutes exercises Summarising – what is a summary, how to write a good summary	Assign 1 Task 1 (Questions) due Quiz 3 – Meetings
5	21 Aug	Communication: Written Communication	Te Puna Ako – Note taking & Paraphrasing (guest lecturer) Time Management: how do I manage my time well; how do I improve; what tools and techniques are available?	Hand in Worksheet 3 – Time Management
6	28 Aug	Inter cultural Communication:	Communicating across barriers – technical, gender, age, culture Personal Reflective Writing: what is it and how to write a good reflection	Assign 1 Task 2 (Meetings) due Hand in Worksheet 4 – Cultural Communications Quiz 4 – Written Communication
7	04 Sep	Workshop on answering the questions for the assignment.	Introduction to Assignment 2: choice of topic; Supporting software – MS Word; Exercises Library databases (guest lecturer)	Assignment 2 released

8	11 Sep	Research Strategies	Research strategy exercises APA Referencing	
9	18 Sep	The Writing Process – how to write and reference a report	Cover Letter, CV & Interviews (guest lecturer) Assignment 2	Assign 1 Task 3 (Summary) due Quiz 5 – Research Strategy Assign 2 Task 1 (Research Strategy) due
10	25 Sep	Problem Solving	Problem Solving exercises	Hand in Worksheet 5 – Problem Solving Quiz 6 – Writing Process
Mid – Semester Break: 30/09/2017 – 15/10/2017				
11	16 Oct	Communication: Oral Communication	MS PowerPoint & Presentation Practice	Assign 1 Task 4 (Reflections) due
Labour Day Holiday: Monday, 23 October 2017				
12	23 Oct	Professional Organisations	Student Presentations	Hand in Worksheet 6 – Professional Ethics Assign 2 Task 2 (Report) due Assign 2 Task 3 (Presentation) Quiz 7 - Presentations
13	30 Oct		Student Presentations	Assign 2 Task 3 (Presentation)
14	06 Nov	Study Week.		
15	13 Nov	No Exam		
16	20 Nov			
Semester 1 ends: 24 November 2017				