Methods and techniques of cooperative work

Academic Year: **(2022 / 2023)** **Review date: 08-05-2018**

Department assigned to the subject: Computer Science and Engineering Department

Coordinating teacher: GOMEZ BERBIS, JUAN MIGUEL

Type: Compulsory ECTS Credits : 6.0

Year : 5 Semester : 2

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Information Skills
Writing and Communication Skills
Introduction to Business Management / Introduction to Business Administration

OBJECTIVES

Transverse Skills / General:
- Troubleshooting. (PO g)
- Teamwork. (PO D)
- Leadership. (PO D)
- Autonomous learning. (PO D)
- Oral and written expression. (POG)
Specific Competencies:
- Cognitive (Knowledge): (PO d i k)
1. Knowledge of theory on teamwork and leadership.
2. Knowledge of the main tools to support collaborative work and knowledge management in organizations.
3. Knowledge of business management applications and its application in corporate environments.
4. Understand the existing business models and how to adjust them packaged information systems

- Procedural / Instrumental (Expertise) (PO k)
1. Using knowledge management tools.
2. Use management tools and organization of meetings.
3. Use collaborative editing environments and programming.
4. Knowing and using the latest developments related to social software and Web 2.0.
5. Apply the theories relating to teamwork and leadership, using support tools to collaborative work and knowledge management in organizations.

- Attitudes: (PO d e g i)
1. Ability to generate new ideas (creativity).
2. Interest in finding solutions to problems.
3. Faculty of innovation.
4. Apply methodologies for implementation and parametrization of packaged information systems.
5. Analyze, design and implement information systems solutions based on existing technologies to market, plan and manage their development.
6. Distinguish and evaluate the solutions on the market from the functional point of view, economic, usability, accessibility and relevance to the current legislation.
7. Using tools of knowledge management in corporations and management and organization of meetings.

DESCRIPTION OF CONTENTS: PROGRAMME

Block I. Methods and Techniques
- Tools and systems to support work in a corporate environment
- Social software
- Innovation
- Project management
- Risk management
- Entrepreneurship

Block II. Human Factors
-       Team-work oriented skills, leadership
-       Coaching and mentoring
-       Psychology and personal development
-       Corporate social responsibility
-       Digital humanism
-       Emotional intelligence

LEARNING ACTIVITIES AND METHODOLOGY

Theoretical Lectures: 1,5 ECTS
Practical Lectures: 1,5 ECTS
-       Application of knowledge (planning and organization of work, analysis and synthesis)
-       Development of attitudinal competences
-       Presentation of results of team work
Team Work: 2 ECTS
-       Development of a group communication project using social software tools
-       Work out of class minutes
-       Proposal of questions for final exam
Individual Work: 1 ECTS
-       Contribution to team project
-       Study and preparation of final exam

ASSESSMENT SYSTEM

CONTINUOUS EVALUATION (60%)
-       Team work: 50%
-       Individual work, interest and attitude: 10%

FINAL EVALUATION (40%)
-       Final examination: 40%

% end-of-term-examination:	40
% of continuous assessment (assigments, laboratory, practicals…):	60