

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

PRESCRIPTION: EC330 WORKING COLLABORATIVELY

AIM OF MODULE:	To enable students working in groups to plan activities and collaborate on documents using electronic means.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2001
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Use workgroup software			*		40
2. Collaborate on documents			*		30
3. Control a workgroup			*		30
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LEARNING OUTCOMES

The student will:

- A 1 Exchange messages and schedule events using appropriate workgroups software such as:
 - Netmeeting
 - Outlook
 - Groupwise
 - Lotus Notes
- A 2 Collaborate with others on a document.
- P 3 Control communications in a workgroup, using the facilities available in the software.

CONTENT

1 USE WORKGROUP SOFTWARE

- Exchange messages with others using workgroup software, including:
 - Broadcast
 - Individual
 - Forwarded
 - Attachments
- Schedule an activity between a group of no less than three people. Agree on date, time and place. Update the electronic diaries of all concerned
- Invite members of a group to participate in an on-line discussion. Participate in an on-line real-time discussion about a topic previously arranged

2 COLLABORATE ON DOCUMENTS

- Make changes and comments on a shared document provided by your assessor
- Ensure that all modifications and comments are highlighted according to the workgroup software's capabilities
- Complete the processing of the collaborative document to the formal approval of all of the group

3 CONTROL A WORKGROUP

- Create a standard for the communications of the group, for acceptable and unacceptable communications
- Given some communications, decide whether they would be accepted or rejected
- Summarise the communications of a group on a theme the group has been electronically discussing, using the software effectively to publish this information