Liverpool John Moores University

Title: PERSONAL DEVELOPMENT
Status: Definitive
Code: **3004FCERT**   (103123)
Version Start Date: 01-08-2011

Owning School/Faculty: Computing and Mathematical Sciences
Teaching School/Faculty: Computing and Mathematical Sciences

Team	emplid	Leader
Hulya Francis		Y

Academic Level: FHEQ3   **Credit Value:** 24.00   **Total Delivered Hours:** 72.00

Total Learning Hours: 240   **Private Study:** 168

Delivery Options
Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	24.000
Practical	24.000
Tutorial	24.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	A group portfolio of project work and presentation using presentation software.	40.0	
Portfolio	AS2	Individual student portfolio. This part of the portfolio will include a cv, covering letter and standard application forms as well as presentation made by individual student.	60.0	

Aims

To facilitate the development of personal and work-based skills.

Learning Outcomes

After completing the module the student should be able to:

1   Plan and manage group based project work.
2   Develop communication skills through a number of media.
3   Develop and demonstrate competence in the use of software package.
4   Structure and manage their own learning processes.
5   Use an e-portfolio system.

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Group Portfolio   1   2   3

Individual Portfolio   4   5

Outline Syllabus

Personal Development Planning (PDP): employability skills, technical skills and academic skills.
Time management.
Communication-theory and practice. Presentations, report writing, questionnaires and surveys.
Theory and experience of team work.
Problem Solving.
Research methods and referencing. Using an appropriate tool to collate and visualize results.
Professional Issues/ethics.
Throughout the module, IT skills underpin the other parts of the syllabus.

Learning Activities

Theory-oriented lectures, lab-based teaching and support and coursework assignments.
Tutorial exercises.

References

Course Material	Book
Author	Mike Allison
Publishing Year	1996
Title	The Problem Busters
Subtitle	

Edition	
Publisher	Gower Publishing
ISBN	9780566077616

Course Material	Book
Author	Judith Bell
Publishing Year	1999
Title	Doing Your Research Project
Subtitle	
Edition	
Publisher	Open University Press
ISBN	0335203884

Course Material	Book
Author	Stella Cottrell
Publishing Year	2003
Title	The Study Skills Handbook
Subtitle	
Edition	
Publisher	Palgrave Macmillan
ISBN	1403911355

Course Material	Book
Author	Stella Cottrell
Publishing Year	2003
Title	Skills for Success: The Personal Development Planning Handbook
Subtitle	
Edition	
Publisher	Palgrave Macmillan
ISBN	1403911320

Course Material	Book
Author	Martyn Denscombe
Publishing Year	2003
Title	The Good Research Guide: For Small-scale Social Research Projects
Subtitle	
Edition	
Publisher	Open University Press
ISBN	0335213030

Course Material	Book
Author	Sue Drew and Rosie Bingham
Publishing Year	2001
Title	The Student Skills: Guide
Subtitle	

Edition	
Publisher	Gower Publishing
ISBN	0566084309

Course Material	Book
Author	Elaine Payne and Lesley Whittaker
Publishing Year	2006
Title	Developing Essential Study Skills
Subtitle	
Edition	
Publisher	Prentice Hall
ISBN	1405840870

Course Material	Book
Author	Michael J. Quinn
Publishing Year	2006
Title	Ethics for the Information Age
Subtitle	
Edition	
Publisher	Pearson
ISBN	0321375262

Course Material	Book
Author	John E. Sussams
Publishing Year	1998
Title	How to Write Effective Reports
Subtitle	
Edition	
Publisher	Gower Publishing
ISBN	0566079550

Notes

This module facilitates personal development planning and the development of skills required to aid future employment opportunities for the students.