

Liverpool John Moores University

Warning: An incomplete or missing proforma may have resulted from system verification processing

Title: Professional and Personal Development
Status: Definitive
Code: **4000AMP** (120130)
Version Start Date: 01-08-2016

Owning School/Faculty: Electronics and Electrical Engineering
Teaching School/Faculty: Electronics and Electrical Engineering

Team	Leader
Colin Robinson	Y
Karl Jones	

Academic Level: FHEQ4 **Credit Value:** 24 **Total Delivered Hours:** 72
Total Learning Hours: 240 **Private Study:** 168

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	48
Practical	16
Workshop	8

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Self Awareness Statement	AS1	Reflection for Bronze Skills	10	
Portfolio	AS4		50	
Test	AS2	Mathematics Class Test	20	2
Essay	AS3	Team Working (Field Trip)	20	

Aims

The module aims to develop the student as an effective, self-motivated learner, by teaching a range of key skills and by providing opportunity for academic guidance and counseling. The study, personal and generic skills are applied and developed in other Level 4 modules, and provide a platform reflective learning experience and foundation for study at higher levels and subsequent careers. The module also aims to prepare students to a level of ability likely to be encountered in business situations and also approach with confidence mathematical concepts encountered on BSc programmes.

Learning Outcomes

After completing the module the student should be able to:

- 1 Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others
- 2 Analyse and manipulate mathematical information and present graphically.
- 3 Work effectively as part of a team
- 4 Collect, analyse and manipulate information from appropriate sources and communicate effectively
- 5 Demonstrate the ability to configure operating systems and software
- 6 Use laboratory equipment to perform standard tests

Learning Outcomes of Assessments

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

WoW Skills Bronze	1		
Portfolio	4	5	6
Mathematics Class Test	2		
Team Working (Field Trip)	3		

Outline Syllabus

Personal Development Planning

Reflective learning and critical analysis

Basic study skills, e.g. note-taking, exam preparation, time management

Information resources and the handling of data

Questionnaire design

Use of Business English for communication (Business Letters, Agendas and Minutes and Reports)

CV preparation

Working with others, holding and controlling effective meetings and interviews

Commercial mathematical concepts (Algebraic notation and solution of equations.

Ratios, simple and compound interest, Measures of central tendency and spread,

Simple distributions of data, Trends, probability, Correlation and Confidence intervals)

Integration of word-processing, graphics, spreadsheets into effective reports and presentations.

Oral presentations

World of Work Skills Bronze stage – on Self Awareness - to be delivered by the World of Work Careers Centre

Learning Activities

Lectures, workshops and practical sessions.

Notes

This level 4 module is an essential integrating element of the first year of study. It provides students with practical and relevant skills to support all aspects of their university and subsequent careers via a series of stimulating small-group tutorial sessions.