Liverpool John Moores University

Title: PERSONAL SKILLS DEVELOPMENT
Status: Definitive
Code: **4000ONLINE** (103085)
Version Start Date: 01-08-2012

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

Team	emplid	Leader
Hulya Francis		Y

Academic Level:	FHEQ4	Credit Value:	24.00	Total Delivered Hours:	72.00
Total Learning Hours:	240	Private Study:	168		

Delivery Options
Course typically offered: Runs Twice - S1 & S2

Component	Contact Hours
Lecture	24.000
Online	24.000
Practical	12.000
Tutorial	12.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	Portfolio of project work and presentation slides prepared by the individual students using presentation software. The portfolio must include a project report of approximately 1200 words. The portfolio will include presentation slides detailing and explaining the findings of the project work undertaken.	60.0	
WoW Skills Bronze	AS2	Complete a World of Work Skills Bronze statement on Self Awareness and then reflect on	10.0	

Category	Short Description	Description	Weighting (%)	Exam Duration
		your feedback using a standard template.		
Portfolio	AS3	Portfolio of practical employment related exercises including a swot analysis, prepared curriculum vitae. The students should use LJMU Blackboard eportfolio facility for this assessment.	30.0	

Aims

To facilitate the development of personal skills.

Learning Outcomes

After completing the module the student should be able to:

1   Manage their own time and their personal learning process.
2   Demonstrate skills in report writing.
3   To identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others.
4   Develop communication skills through a number of media.
5   Use an e-portfolio system.

Learning Outcomes of Assessments

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

Portfolio 1   1   2

Bronze Statement &   3
Reflection
Portfolio 2   4   5

Outline Syllabus

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

Learning Activities

Online lectures, tutorial exercises and online seminars. The module will be communicated through Blackboard and via-email and, to monitor the students academic progress.

References

Course Material	Book
Author	Joyce, A.
Publishing Year	2003
Title	I Went to College for This?
Subtitle	How to Turn Your Job Into a Career You Love
Edition	
Publisher	McGraw-Hill Professional
ISBN	9780071400107

Course Material	Book
Author	Drew, S. and Bingham, R.
Publishing Year	2001
Title	The student skills guide
Subtitle	
Edition	2nd Edition
Publisher	Gower
ISBN	0566084309

Course Material	Book
Author	Payne, E. and Whittaker, L.
Publishing Year	2006
Title	Developing Essential Study Skills
Subtitle	
Edition	2nd Edition
Publisher	Prentice Hall
ISBN	978-1405840873

Course Material	Book
Author	Quinn, M. J.
Publishing Year	2006
Title	Ethics for the Information Age
Subtitle	
Edition	2nd Edition
Publisher	Pearson
ISBN	9780321375261

Notes

This module facilitates personal development planning and the development of skills required to aid future employment opportunities for on line-distance learning students. All online activities are scheduled.