

Liverpool John Moores University

Title: PERSONAL DEVELOPMENT 1
Status: Definitive
Code: **4010COMP** (103130)
Version Start Date: 01-08-2011

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

Team	Leader
Hulya Francis	Y

Academic Level: FHEQ4
Credit Value: 12.00
Total Delivered Hours: 48.00
Total Learning Hours: 120
Private Study: 72

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Practical	24.000
Tutorial	24.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	A portfolio of skills reports.	50.0	
Presentation	AS2	A presentation	50.0	

Aims

To facilitate the development of personal skills.

Learning Outcomes

After completing the module the student should be able to:

- 1 Structure and manage their own learning processes.

- 2 Communicate more effectively through a number of media.
- 3 Develop and demonstrate competence in the use of software package.
- 4 Plan their own personal development.
- 5 Use an e-portfolio system.

Learning Outcomes of Assessments

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

Skills	1	4	5
Presentation	2	3	

Outline Syllabus

Time management

Personal development planning: employability skills, course specific technical skills.

Communication-theory and practice. Presentations, report writing, questionnaires and surveys.

Stages in problem solving.

Theory and experience of team work.

Professional ethics.

Research methods and referencing.

Throughout the module, IT skills underpin the other parts of the syllabus.

Learning Activities

Tutorial exercises

IT Laboratory work

Coursework assignments

References

Course Material	Book
Author	Allison, M
Publishing Year	1996
Title	The Problem Busters' Guide
Subtitle	
Edition	
Publisher	Gower Publishing
ISBN	

Course Material	Book
Author	Bell, J
Publishing Year	1999

Title	Doing your Research Project
Subtitle	
Edition	
Publisher	Open University Press
ISBN	

Course Material	Book
Author	Cottrell, S
Publishing Year	2003
Title	The Study Skills Handbook
Subtitle	
Edition	2nd Edition
Publisher	Palgrave
ISBN	

Course Material	Book
Author	Cottrell, S.
Publishing Year	2003
Title	Skills for Success: The Personal Development Planning Handbook
Subtitle	
Edition	
Publisher	Palgrave
ISBN	

Course Material	Book
Author	Denscombe, M
Publishing Year	2003
Title	The Good Research Guide
Subtitle	
Edition	2nd Edition
Publisher	Open University Press
ISBN	

Course Material	Book
Author	Drew, S. & Bingham, R.
Publishing Year	2001
Title	Student skills guide
Subtitle	
Edition	2nd Edition
Publisher	Gower
ISBN	

Course Material	Book
Author	Payne, E. & Whittaker, L.
Publishing Year	2006
Title	Developing Essential Study Skills

Subtitle	
Edition	2nd Edition
Publisher	Prentice Hall
ISBN	

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

Course Material	Book
Author	Sussams, J. E.
Publishing Year	1998
Title	How to write effective reports
Subtitle	
Edition	
Publisher	Gower Publishing
ISBN	

Notes

The module facilitates personal development planning and the development of basic skills required by the student's current programme and to aid future employability.