Liverpool John Moores University

Title:	PERSONAL DEVELOPMENT SKILLS
Status:	Definitive
Code:	**4014MAR** (105576)
Version Start Date:	01-08-2016

Owning School/Faculty:	Maritime and Mechanical Engineering
Teaching School/Faculty:	Maritime and Mechanical Engineering

Team	Leader
Steve Bonsall	Y

Academic Level:	FHEQ4	**Credit Value:**	12	**Total Delivered Hours:**	30
Total Learning Hours:	120	**Private Study:**	90		

Delivery Options
Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	15
Seminar	2
Tutorial	13

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	Written report using IT skills	60	
Essay	AS2	Coursework	20	
Essay	AS3	Poster Presentation (group work)	20	

Aims

The module aims to develop the student as an effective, self-motivated learner, with a range of key skills and by providing opportunity for academic guidance and Personal Development Planning.

Learning Outcomes

After completing the module the student should be able to:

1	manage their own learning and study effectively
2	collect information from appropriate sources both within and outside the university
3	use basic IT facilities
4	present and analyse data in an appropriate fashion
5	communicate effectively in writing for various purposes
6	demonstrate correct usage of algebraic notation, mathematical operations & geometry
7	work effectively as part of a team to produce and present a poster

Learning Outcomes of Assessments

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

CW	1	2	3	4	5
CW	6				
CW	1	2	4	7	

Outline Syllabus

Personal Development Planning
Basic study skills, e.g. note-taking, exam preparation, time management
University systems and regulations
Information resources
Electronic communications - email, the University network
Introduction to word-processing and spreadsheets
The handling & presentation of data
Technical & Academic writing including academic referencing
Algebraic function, Linear Equations, Ratio, Proportion & Variation. Geometry/Plane Trigonometry
Poster presentations
Working with others

Learning Activities

Lectures and tutorials including some small group work.

Notes

This module provides students with key skills to support all aspects of their university learning and subsequent careers.