

Liverpool John Moores University

Title: Professional Skills Development
Status: Definitive
Code: **4029BUSMK** (126092)
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management
Teaching School/Faculty: Business and Management

Team	Leader
Catherine Bonser	Y

Academic Level: FHEQ4
Credit Value: 20
Total Delivered Hours: 44
Total Learning Hours: 200
Private Study: 156

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	11
Tutorial	11
Workshop	22

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	port	Students individually gather appropriate evidence using a range of relevant sources to demonstrate learning outcomes. 2500 words +/-10%	90	
Future Focus e-learning task	SWS	Completion of the career planning CareerSmart e-learning resource.	10	

Aims

To enable students to develop the skills necessary to be effective learners and

develop a professional consciousness in order to facilitate their learning and enhance their employability.

Learning Outcomes

After completing the module the student should be able to:

- 1 source and interpret appropriate materials for academic and professional study
- 2 produce academic and other materials to a professional standard
- 3 create and analyse quantitative and qualitative data
- 4 identify and reflect upon the following aspects of self-awareness in respect of personal development and career planning: strengths and weaknesses, motivations and values, ability to work with others

Learning Outcomes of Assessments

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

Evidence up to 2500 words	1	2	3	4
Completion of CareerSmart	4			

Outline Syllabus

*Use of M drive and creating folders; diary software and email management
Accessing university resources remotely
Introduction to Microsoft word, excel, PowerPoint
Locating business information using explore, online databases, online journals, etc.
Introductions to the library portal
Report writing and referencing
Synthesise information sources to produce essays and reports*

Learning Activities

Lectures, tutorials and workshops.

Notes

To introduce students to the basic skills required to access LJMU systems in order to facilitate communication and collaboration and to develop the professional skills necessary for career development.