

Summary Information

Module Code	4029BUSMK
Formal Module Title	Professional Skills Development
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

Teaching Responsibility

LJMU Schools involved in Delivery
Business and Management

Learning Methods

Learning Method Type	Hours
Lecture	11
Tutorial	11
Workshop	22

Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-MTP	MTP	September	12 Weeks

Aims and Outcomes

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.
------	---

After completing the module the student should be able to:

Learning Outcomes

Code	Number	Description
MLO1	1	source and interpret appropriate materials for academic and professional study
MLO2	2	produce academic and other materials to a professional standard
MLO3	3	create and analyse quantitative and qualitative data
MLO4	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

Module Content

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
Module Overview	This module will enable you to develop the skills necessary to be effective learners and develop a professional consciousness in order to facilitate their learning and enhance their employability.
Additional Information	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.

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Dissertation	Evidence up to 2500 words	90	0	MLO1, MLO2, MLO3, MLO4
Dissertation	Completion of CareerSmart	10	0	MLO4

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Catherine Bonser	Yes	N/A

Partner Module Team

Contact Name	Applies to all offerings	Offerings
--------------	--------------------------	-----------