

**Module Information**

2022.01, Approved

**Summary Information**

Module Code	4506YPCBSC
Formal Module Title	Personal and Professional 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
LJMU Partner Taught

**Partner Teaching Institution**

Institution Name
YPC International College (Kolej Antarabangsa YPC)

**Learning Methods**

Learning Method Type	Hours
Lecture	10
Workshop	46

**Module Offering(s)**

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-PAR	PAR	September	28 Weeks

## Aims and Outcomes

Aims	The module will seek to: Provide opportunities to develop knowledge, skills, experiences, behaviours attributes and attitudes required for the transitions from student to graduate by developing their academic skill of critical reading, researching, writing and presenting. Exposing them to strategies that enhance their employability and career choices. Which Includes Self-reflection, career management, selection and interview technique development.
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**After completing the module the student should be able to:**

### Learning Outcomes

Code	Number	Description
MLO1	1	Identify how to communicate, undertake a range of management activities and locate sources of information using appropriate business software applications.
MLO2	2	Summarise how to develop and deliver a presentation using presentation software.
MLO3	3	Recognise the importance of Personal Development Planning and identify aspects such as strengths and weaknesses, motivations and values and the ability to work with others.
MLO4	4	Summarise personal skills and competencies within a portfolio using SWOT analysis and personal and professional development planning.

## Module Content

Outline Syllabus	<ul style="list-style-type: none"> <li>• Use of M drive and diary software</li> <li>• Accessing University resources remotely</li> <li>• Introduction to Microsoft Word, Excel, PowerPoint</li> <li>• Introductions to the library portal</li> <li>• Introduction to learning concepts</li> <li>• Introduction to Personal Development Planning</li> <li>• Locating business information using explore, online databases, online journals, etc</li> <li>• Paraphrasing information sources, report writing and referencing</li> <li>• Create a structured word document for academic submissions</li> <li>• Synthesise information sources to produce essays and reports</li> <li>• Data analysis using Excel – Hands on practical use of Excel for the creation of descriptive and inferential statistics. (Note more detailed theory will be perused in 2nd Semester Digital Business and data Analysis module).</li> </ul>
Module Overview	
Additional Information	No Course Notes were Supplied.

## Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Portfolio	Portfolio	60	0	MLO3, MLO4
Report	Report	40	0	MLO1, MLO2

## Module Contacts

### Module Leader

Contact Name	Applies to all offerings	Offerings
David Moulton	Yes	N/A

**Partner Module Team**

Contact Name	Applies to all offerings	Offerings
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