

## Module Information

2022.01, Approved

### Summary Information

Module Code	4609TECYPC
Formal Module Title	Personal and Professional Development
Owning School	Engineering
Career	Undergraduate
Credits	10
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	24
Tutorial	18

### Module Offering(s)

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

## Aims and Outcomes

Aims	To prepare students for academic life at university and to encourage personal development planning activities appropriate for career development. Particular emphasis is placed on essay/report writing and referencing their research, as a vital area that is too often under-emphasized by students. Focus is also placed on helping students acquire key skills necessary to a successful academic and professional life, such as time management, critical thinking and reflective learning techniques.
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**After completing the module the student should be able to:**

### Learning Outcomes

Code	Number	Description
MLO1	1	Locate research sources of information using range of techniques appropriate for HE and produce a well-structured and referenced report using the Harvard Referencing system
MLO2	2	Develop and deliver a suitable oral presentation with audience hand-out using appropriate presentation software
MLO3	3	Identify and describe the skills necessary for professional success
MLO4	4	Identify and reflect upon the following aspects of self-awareness in respect of personal development and career planning : strengths and weaknesses, motivation and values, ability to work with others

## Module Content

Outline Syllabus	Understanding and Accessing university systems (email, student drive, module and community VLE, electronic library)Referencing to the Harvard Referencing systemIntroduction to Microsoft Word, Excel, PowerPoint Introductions to the library portal Introduction to learning concepts Locating business information using explore, online databases, online journals, etc Paraphrasing information sources, report writing and referencingCreate a structured word document for academic submissions Synthesise information sources to produce essays and reports Personal Development Planning and Career Planning
Module Overview	
Additional Information	This module provides students with an opportunity to consider their future role and develop a plan that can be used to enable them to progress in their chosen career.

## Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Essay	Portfolio of work	80	0	MLO1, MLO3, MLO2
Reflection	Self-Awareness and Reflection	20	0	MLO4

## Module Contacts

### Module Leader

Contact Name	Applies to all offerings	Offerings

Karl Jones	Yes	N/A
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**Partner Module Team**

Contact Name	Applies to all offerings	Offerings
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