

## Liverpool John Moores University

Title: Personal and Professional Development  
Status: Definitive  
Code: **4706SERCBM** (128204)  
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management  
Teaching School/Faculty: South Eastern Regional College

Team	Leader
Alistair Beere	Y

**Academic Level:** FHEQ4      **Credit Value:** 20      **Total Delivered Hours:** 56  
**Total Learning Hours:** 200      **Private Study:** 144

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	10
Workshop	46

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	Port	Portfolio	50	
Report	Report	Report	40	
Future Focus e-learning task	WSB	Self Awareness Statement	10	

### Aims

*The module will seek to:*

*Provide opportunities to develop knowledge, skills, experiences, behaviors 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.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Identify how to communicate, undertake a range of management activities and locate sources of information using appropriate business software applications.
- 2 Summarise how to develop and deliver a presentation using presentation software.
- 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.
- 4 Summarise personal skills and competencies within a portfolio using SWOT analysis and personal and professional development planning.

## **Learning Outcomes of Assessments**

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

Portfolio	3	4	
Report	1	2	
SA Statement	1	3	4

## **Outline Syllabus**

- *Use of M drive and diary software*
- *Accessing University resources remotely*
- *Introduction to Microsoft Word, Excel, PowerPoint*
- *Introductions to the library portal*
- *Introduction to learning concepts*
- *Introduction to Personal Development Planning*
- *Locating business information using explore, online databases, online journals, etc*
- *Paraphrasing information sources, report writing and referencing*
- *Create a structured word document for academic submissions*
- *Synthesise information sources to produce essays and reports*
- *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).*

## **Learning Activities**

Formal lectures and workshops.

**Notes**

No Course Notes were Supplied.