

This Version is No Longer Current
 The latest version of this module is available [here](#)

MODULE DESCRIPTOR

Module Title

Academic And Professional Skills

| | | | |
|-----------|---------------|-------------|--------|
| Reference | BS1118 | Version | 3 |
| Created | February 2017 | SCQF Level | SCQF 7 |
| Approved | July 2013 | SCQF Points | 10 |
| Amended | August 2017 | ECTS Points | 5 |

Aims of Module

To develop critical thinking, employability, academic and communication skills to support students in their academic and professional careers.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Demonstrate critical thinking skills and engage in reflection during the period of study.
- 2 Retrieve and evaluate information from a range of sources to underpin academic research activity.
- 3 Produce clear, accurate communication, appropriate to purpose and target audience.

Indicative Module Content

Academic, research and professional skills including critical thinking and appraisal, literature searching, report and essay writing, acknowledging sources in academic work, editing and proofreading, creative thinking, effective presentations, reflection.

Module Delivery

This module is delivered using a blended approach, with core content provided online in a variety of formats. Learning is consolidated at workshops.

Indicative Student Workload

| | Full Time | Part Time |
|--|-----------|-----------|
| Contact Hours | N/A | 10 |
| Non-Contact Hours | N/A | 90 |
| Placement/Work-Based Learning Experience [Notional] Hours | N/A | N/A |
| TOTAL | N/A | 100 |
| <i>Actual Placement hours for professional, statutory or regulatory body</i> | | |

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

| | | | | | |
|--------------|---|------------|------|--------------------|---------|
| Type: | Coursework | Weighting: | 100% | Outcomes Assessed: | 1, 2, 3 |
| Description: | Assessment comprises the development of a skills portfolio encompassing a range of activities relevant to the module. | | | | |

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The module is assessed by one component: C1 - Coursework - 100% weighting. Module Pass Mark = Grade D (40%)

| Module Grade | Minimum Requirements to achieve Module Grade: |
|--------------|--|
| A | 70% or above |
| B | 60% - 69% |
| C | 50% - 59% |
| D | 40% - 49% |
| E | 35% - 39% |
| F | 0% - 34% |
| NS | Non-submission of work by published deadline or non-attendance for examination |

Module Requirements

| | |
|--------------------------|------|
| Prerequisites for Module | None |
| Corequisites for module | None |
| Precluded Modules | None |

INDICATIVE BIBLIOGRAPHY

- 1 BENTLEY, T., 2002. *Report writing in business: the effective communication of information*. London: Chartered Institute of Management Accountants.
- 2 BOVEE, C. and THILL, J., 2012. *Business communication today*. 11th ed. London: Pearson.
- 3 CAMERON, S., 2010. *The business student's handbook*. 5th ed. Harlow: Pearson Education Limited.
- 4 COTTRELL, S., 2008. *The study skills handbook*. 3rd ed. Basingstoke: Palgrave MacMillan.
- 5 CREME, P. and LEA, M.R., 2008. *Writing at university: a guide for students*. 3rd ed. Maidenhead: McGraw-Hill Open University Press.
- 6 MCMILLAN, K. and WEYERS, J., 2012. *The study skills book*. 3rd ed. Harlow, Essex: Pearson Education Limited.