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MODULE DESCRIPTOR

Module Title

Professional and Academic Skills For Accountants

Reference	BS1294	Version	3
Created	February 2017	SCQF Level	SCQF 7
Approved	June 2013	SCQF Points	20
Amended	August 2017	ECTS Points	10

Aims of Module

To develop academic and professional skills relevant to accountants.

Learning Outcomes for Module

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

1	Reflect on learning / practice and identify ways to further facilitate personal development during the period of study and beyond.
2	Retrieve and evaluate information from a range of sources to underpin a research activity for a given topic.
3	Demonstrate the skills necessary for effective group work.
4	Produce clear, accurate communication, appropriate to purpose and target audience.

Indicative Module Content

Academic research skills including critical thinking and appraisal, personal development, report and essay writing, acknowledging sources in academic work, editing and proofreading, group work, presentations.

Module Delivery

The mode of delivery is Distance Learning - with a focus on the use of interactive online activities such as forums and chat rooms.

Indicative Student Workload	Full Time	Part Time
Contact Hours	25	25
Non-Contact Hours	175	175
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	200	200
Actual Placement hours for professional, statutory or regulatory body		

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, 4 |

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 in addition to course entry qualifications or equivalent.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

1 CAMERON, S., 2016. *The business student's handbook.* 6th ed. Harlow: Pearson.

2 MCMILLAN, K. and WEYERS, J., 2012. *The study skills book.* 3rd ed. Harlow: Pearson.