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## MODULE DESCRIPTOR

### Module Title

Professional and Academic Skills For Accountants

Reference	BS1294	Version	4
Created	March 2019	SCQF Level	SCQF 7
Approved	July 2019	SCQF Points	20
Amended	July 2019	ECTS Points	10

### Aims of Module

To enable students to develop key 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 and practice to identify ways to further facilitate personal development during the period of study and beyond.
- 2 Undertake independent research to identify relevant source material for a given activity.
- 3 Evaluate information from a range of sources to underpin a research activity for a given topic.
- 4 Demonstrate the skills necessary for effective group work.
- 5 Produce clear, accurate communication, appropriate to purpose and target audience.

### Indicative Module Content

Academic research skills including critical thinking and appraisal; reflection on personal development; report and essay writing; acknowledging sources in academic work; editing and proofreading; group work; presentation skills.

### Module Delivery

The mode of delivery is Distance Learning with a focus on the use of interactive online activities. Students have access to a range of online materials and tools to facilitate their learning, including topic guides, online chats, exercises, group-work areas and discussion fora.

### Indicative Student Workload

	Full Time	Part Time
Contact Hours	35	35
Non-Contact Hours	165	165
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	200	200
<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, 4, 5  
 Description: Group coursework.

**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:
<b>A</b>	70% or above
<b>B</b>	60% - 69%
<b>C</b>	50% - 59%
<b>D</b>	40% - 49%
<b>E</b>	35% - 39%
<b>F</b>	0% - 34%
<b>NS</b>	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 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.