

MODULE DESCRIPTOR

Module Title

Professional and Academic Skills For Accountants

Reference	BS1294	Version	5
Created	August 2021	SCQF Level	SCQF 7
Approved	July 2019	SCQF Points	20
Amended	September 2021	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**

Component 1 comprises 100% of the module grade. To pass the module, a D grade is required.

Module Grade	Minimum Requirements to achieve Module Grade:
A	A
B	B
C	C
D	D
E	E
F	F
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 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.