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## MODULE DESCRIPTOR

### Module Title

Personal and Research Skills for Professionals

Reference	BSM160	Version	5
Created	August 2017	SCQF Level	SCQF 11
Approved	August 2013	SCQF Points	15
Amended	August 2017	ECTS Points	7.5

### Aims of Module

To develop the personal, academic and professional skills required for effective post-graduate study and management.

### Learning Outcomes for Module

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

- 1 Manage themselves more effectively in the context of professional and educational environments.
- 2 Demonstrate competence in lifelong learning skills and development planning.
- 3 Demonstrate competence in post-graduate study.
- 4 Critically analyse and discuss existing literature relevant to the professional area.
- 5 Compare and contrast the relative merits of different research methods and their relevance to different situations.

### Indicative Module Content

Self-awareness; time management; personal organising skills; principles and process of continuous professional development; self-management; accessing and evaluating published research evidence; critical thinking; referencing skills; effective academic writing; synthesising and justifying original arguments; information-handling skills; commonly used IT applications and software packages; Campus Moodle; research methods; data collection techniques and their uses; contemporary subject literature and practices; information searching, retrieval and analysis of data; mindfulness, problem solving, decision making, coaching and mentoring.

### Module Delivery

This module will be delivered using a variety of methods, focussing primarily on student centred learning. This will include lectures, workshops, tutorials and seminars, with a strong emphasis on student participation. Online students will achieve this through access to a range of interactive materials to facilitate learning, including online lectures, presentations and tutorials, plus synchronous and asynchronous activities, encompassing groupwork areas and discussion fora.

**Indicative Student Workload**

	Full Time	Part Time
Contact Hours	36	36
Non-Contact Hours	114	114
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	150	150
<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:	There will be one coursework assessment.				

**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). <i>The MBA Handbook: skills for mastering management 8th ed.</i> UK: Pearson Education
2	HORN, R., 2009. <i>The business skills handbook.</i> London: CIPD.
3	SAUNDERS, M., LEWIS, P. and THORNHILL, A., 2019. <i>Research methods for business students.</i> 8th ed. Harlow: Pearson. <i>ebook</i>