

## MODULE DESCRIPTOR

### Module Title

Personal, Professional and Academic Skills

Reference	BSM260	Version	1
Created	October 2021	SCQF Level	SCQF 11
Approved	October 2021	SCQF Points	15
Amended		ECTS Points	7.5

### Aims of Module

To develop the personal, professional and academic 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 Evaluate effective self-management in the context of professional and educational environments.
- 2 Evaluate the skills required for lifelong learning and development planning.
- 3 Analyse the skills required for effective post-graduate study.
- 4 Critically analyse existing literature relevant to the student's chosen professional area.
- 5 Compare and contrast the relative merits of different research methods and their appropriate use.

### 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

Delivery of this module 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**

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