

Module Descriptor Definitive Document

Module Code	HTMC03
Version	(completed by QASU)
Module Title	Developing Academic and Professional Skills
Credits	20
Valid From	(completed by QASU)
Status	Proposed
Subject Board	(completed by QASU)
HECoS Code	101090
Academic Level (FHEQ)	4
Study Period	1
Prerequisites and co-requisites	None
Not available to students taking/having taken	N/A

Content (Indicative)

- Develop the key academic and professional skills to complete your studies successfully and to enable you to be successful in your life beyond university.
- Skills such as written and verbal communication skills, critical and reflective writing, presentation skills and focus to become lifelong, self-directed learners.
- The academic and professional skills such as IT Skills in MS Office (Word, Excel) and other software packages.
- Research Skills including evaluation of sources and Analytical and problem-solving skills; Self-Management skills; Group Work skills; Reflective skills; Career preparation and evaluation skills; Systems level understanding; and how to locate knowledge within an external context.

Teaching and Learning Experience

Lectures supported by resource-based learning and directed reading will be used to teach this module. A combination of the following methods will be used in delivery of this module offering a wide variety of assessment options to choose from depending on the cohort recruited on to the programme.

Lectures, Seminars, Case Studies, Independent Study, Research Projects, Blended Learning, Virtual Field Trips and Guest Speakers.

Students will be able to access on-line materials through the College virtual learning environment.

Module Learning Outcomes (MLOs)

On successful completion of this module students will be able to:

1. Demonstrate skills in self-management, forward planning, critical thinking, written and verbal communication, problem solving and reflection.
2. Identify, apply, evaluate, and correctly reference appropriate sources of academic and business-related information.
3. Demonstrate ability in relation to specified IT packages and reflect on their usefulness in relation to academic studies and the wider professional environment.
4. Analyse the link between learning and professional skills as a key component of employability and reflect on how these will apply in a professional context.

Assessment

Assessment Task	Weighting	Module Learning Outcomes Assessed
Reflective Portfolio	50%	1, 2
Group Presentation	50%	3, 4

Indicative reading (APA 7th edition referenced)

Core texts:

The study skills handbook - Cottrell, Stella, author., 4th edition., Basingstoke, Hampshire, Palgrave Macmillan, 2013.

Supplementary reading:

The study skills handbook - Cottrell, Stella,, Fifth edition., London ;, Macmillan International Higher Education ; Red Globe Press.