H6PPAS: Personal and Professional Academic Skills

Module Code:	H6PPAS
Long Title	Personal and Professional Academic Skills APPROVED
Title	Personal and Professional Academic Skills
Module Level:	
EQF Level:	
EHEA Level:	
Credits:	10
Module Coordinator:	MICHELE KEHOE
Module Author:	Andrea Del Campo Dugova
Departments:	School of Business
Specifications of the qualifications and experience required of staff	

Learning Outcomes	
On successful completion of this module the learner will be able to:	
#	**Learning Outcome Description**
LO1	Indicate an understanding of goal setting and motivation theories and their application for the individual in personal and professional situations.
LO2	Understand the relevance of good communication skill for business and life progression. Demonstrate an ability for effective, reading, listening, interpreting, retelling, and delivering information.
LO3	Undertake a project requiring the use of basic academic skills including researching, providing evidence, presenting an argument, and referencing
LO4	Recognise the importance of group dynamics in work, study and social settings and identify aspects including, empathy, responsibility, leadership and motivation.

Dependencies
Module Recommendations
No recommendations listed
Co-requisite Modules
No Co-requisite modules listed
Entry requirements

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Module Content & Assessment

Indicative Content

Module Independent Learning:
a. Module introduction and mindset, b. Learning and employability, c. An introduction to learning theories and feedback d. Motivation and Goal setting, e. Reflection as learning f. Feedback and peer review

Communications:
a. Presentation skills, b. Verbal and Non-verbal, c. Customer service and communication, d. Email and formal written communication, e. Interpersonal communication. Presentation delivery in class f. Self branding including CV, LinkedIn, Cover letters

Academic Skills:
a. Introduction to research, b. presenting an argument c. including evidence in written work and presentations, d. Referencing, e. Paraphrasing. f. Essay and report writing

Group work:
a. Working in groups, b. Motivation in groups, c. Empathy, d. Teamwork and responsibility, e. Feedback on work completed, f. In-class presentation and questions

Career Planning:
a. Insight into what careers are available to students on completion of the Higher Certificate Programme, b. Outcomes for Higher Certificate Alumni students c. Progression routes

Assessment Breakdown	%
Coursework	100.00%

Assessments

Full Time

Coursework

Assessment Type:	CA 1	**% of total:**	40
Assessment Date:	n/a	**Outcome addressed:**	1,2,3
Non-Marked:	No		

Assessment Description:
Learners are asked to prepare a presentation to be recorded. The work should outline Goals set and link to the learning strategies that will help the learner achieve their goal Work can be written on a variety of platforms including PowerPoint and the presentation recorded on TEAMS. Students will be required to conduct a peer review of one other presentation and give critical comment.

Assessment Type:	CA 2	**% of total:**	50
Assessment Date:	n/a	**Outcome addressed:**	2,3,4
Non-Marked:	No		

Assessment Description:
Using the skills and knowledge gained during the semester students should undertake a group research assignment that will be delivered as a team presentation on the final day of the semester. Topic to be agreed with lecturer once a group has been formed. The Presentation should include links to written or recorded sections completed by group members detailing their part of the work.

Assessment Type:	Group Presentation	**% of total:**	10
Assessment Date:	n/a	**Outcome addressed:**	1,2,3,4
Non-Marked:	No		

Assessment Description:
Feedback sessions

No End of Module Assessment
No Workplace Assessment

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Module Workload				
Module Target Workload Hours 0 Hours				
Workload: Full Time				
Workload Type	*Workload Description*	*Hours*	*Frequency*	*Average Weekly Learner Workload*
Lecture	Classroom and demonstrations	40	Per Semester	3.33
Tutorial	Mentoring and small-group tutoring	8	Per Semester	0.67
Independent Learning	Independent learning	202	Per Semester	16.83
			Total Weekly Contact Hours	4.00

Module Workload				
Module Target Workload Hours 0 Hours				
Workload: Full Time				
Workload Type	*Workload Description*	*Hours*	*Frequency*	*Average Weekly Learner Workload*

Module Resources

Recommended Book Resources

Thill, J and Bovee, C. (2017), Excellence in Business Communication,, 12th Ed. Harlow, Pearson.

Kehoe, M. (2013), Make that Grade: Organisational Behaviour, 2nd Ed. Gill and McMillan, Dublin.

Cottrell, S. (2019), The Study Skills Handbook, 5th Ed. Red Globe Press, London.

Byron, L. (2004), Making Brilliant Presentations: structuring and delivering superb presentations every time, Dublin; Blackhall.

Crème, P. (2008), Writing at University: a guide for students, 3rd Ed. Maidenhead: McGraw-Hill.

Recommended Article/Paper Resources

Hampsten, K How miscommunication happens. Available at,
https://youtu.be/gCfzeONu3Mo.

Other Resources

Monash University (2023) Learning HQ. Available at:,
https://www.monash.edu/learnhq/resources

Trinity College Dublin (2023) Student Learning Development. Available at:,
https://student-learning.tcd.ie/learning -resources

Maynooth University (2023) Critical Skills. Available at:,
https://www.maynoothuniversity.ie/critic al-skills

Monash University (2023) Provide Constructive feedback. Available at:,
https://www.monash.edu/learnhq/present-c onfidently/provide-constructive-feedback

Discussion Note: