

H7PDES: Professional Development Skills

Module Code:	H7PDES
Long Title	Professional Development Skills APPROVED
Title	Professional Development Skills
Module Level:	LEVEL 7
EQF Level:	6
EHEA Level:	First Cycle
Credits:	5
Module Coordinator:	Danielle Mc cartan-Quinn
Module Author:	Isabela Da Silva
Departments:	School of Business
Specifications of the qualifications and experience required of staff	
Learning Outcomes	
<i>On successful completion of this module the learner will be able to:</i>	
#	Learning Outcome Description
LO1	Demonstrate effective information management skills and the ability to identify, select, evaluate and analyse information from a number of sources, including the library, academic articles, textbooks and online resources
LO2	Construct a critical academic argument that is evidence based and supported by appropriately referenced literature
LO3	Demonstrate the ability to structure and write professional business correspondence and to present in a professional manner
LO4	Demonstrate effective database management skills and develop the ability to manipulate and analyse data
Dependencies	
Module Recommendations	
No recommendations listed	
Co-requisite Modules	
No Co-requisite modules listed	
Entry requirements	As per programme requirements (outlined in 4.2.2 Minimum requirements for general learning)

H7PDES: Professional Development Skills

Module Content & Assessment			
Indicative Content			
ACADEMIC DEVELOPMENT SKILLS - Engaging with Academic Material: Conducting reliable and effective library research Funnelling approach to literature Grouping and contrasting theories and arguments Identifying literature gaps			
Advanced Academic writing skills Effective writing skills Key skills of constructing an argument Exploring evidenced-based writing Writing critically - Critical thinking techniques Drafting and Reviewing of documents			
PROFESSIONAL DEVELOPMENT SKILLS- Professional communication skills: Professional communication for business Writing a professional email Constructing and delivering effective PowerPoint presentations Receiving and giving professional feedback Facilitating a meeting (agenda, facilitation, minutes)			
Excel skills Data recording - navigating and recording data Formulas – key basic formulas Constructing charts and graphs Data organization – sorting and filtering Basic data analysis Pivot tables and VLOOKUP			
Assessment Breakdown			%
Coursework			100.00%
Assessments			
Full Time			
Coursework			
Assessment Type:	CA 1	% of total:	50
Assessment Date:	n/a	Outcome addressed:	2,3
Non-Marked:	No		
Assessment Description: Assessment 1: Students are required to schedule and facilitate a meeting requiring input from key stakeholders on a business problem.			
Assessment Type:	CA 2	% of total:	50
Assessment Date:	n/a	Outcome addressed:	1,4
Non-Marked:	No		
Assessment Description: Assessment 2: Students are required to search the academic literature on a selected topic and write a critical analysis piece based on this. Students are expected to support their evidence-based analysis by gathering data from multiple secondary sources into a single excel spreadsheet and performing a graphic and statistical analysis of this, drawing conclusions on what the data is telling them and what the implications of that are. Students may be asked to present the results of this analysis.			
No End of Module Assessment			
No Workplace Assessment			
Reassessment Requirement			
Coursework Only <i>This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.</i>			
Reassessment Description Where a learner fails to achieve an average of 40% across all continuous assessment elements, they will be offered the opportunity to repeat any failed assessment components.			

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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	24	Per Semester	2.00
Tutorial	Mentoring and small-group tutoring	12	Per Semester	1.00
Independent Learning	Independent learning	89	Per Semester	7.42
Total Weekly Contact Hours				3.00

Module Resources	
<i>Recommended Book Resources</i>	
<p>Bovée, C.L. and Thill, J.V. (2021), <i>Business Communication Today</i>, 15th Ed. Pearson.</p> <p>Kolin, PC. (2022), <i>Successful Writing at Work</i>, 12th Ed. Cengage.</p> <p>Cottrell, S. (2017), <i>Critical Thinking Skills: Effective Analysis and Argument</i>, 3rd ed. Bloomsbury.</p>	
<i>Supplementary Book Resources</i>	
<p>Van Rys J., Meyer, V., VanderMey, R., Sebranek, P. (2022), <i>The College Writer: A Guide to Thinking, Writing, and Researching (w/ MLA9E Update)</i>, 7th Edition. Cengage.</p> <p>Means, T. (2019), <i>Business Communication</i>, 3rd Ed. Cengage.</p>	
<i>This module does not have any article/paper resources</i>	
<i>This module does not have any other resources</i>	
Discussion Note:	