SWANSEA METROPOLITAN UNIVERSITY
PRIFYSGOL FETROPOLITAN ABERTAWE

Applied Personal and Professional Development (APPD)
Scheme of Work

Lecturer: Angela Masurier
E-mail: angela.masurier@smu.ac.uk

BA/HND/C Business Portfolio
Level 4

Week Commencing	Type	Topic	Content
Oct 3rd	Lecture	Module Outline – Skills	An introductory lecture outlining the topics to be covered throughout the APPD module.
	Tutorial	PebblePad – Skills audit	Self evaluation, Upload a file, Create a Webfolio. **Assignment 1 related tasks.**
Oct 10th	Lecture	The Learning Process	Develop strategies to accelerate the learning process.
	Tutorial	PebblePad – Academic skills	Create an Action Plan **Assignment 1 related task.**
Oct 17th	Lecture	Academic Writing	Tips and techniques to improve academic writing.
	Tutorial	PebblePad/Reflective writing.	Create a Blog **Assignment 1 related task.**
Oct 24th	Lecture	Harvard Referencing **Assignment (1) hand out**	How to cite references in your assignments.
	Tutorial	Microsoft Word 2007 – citation tools **Assignment (2) hand out**	Input references, insert citations and generate a reference list. **Assignment 2 related task.**
Oct 31st	Lecture	Reports and Essays	Planning and writing reports and essays. Simple steps to make your work look good and have a professional feel.
	Tutorials - 4, 3, 2.	Library resources and research	How to gather information for your **assignments.**
	Tutorials – 1, 5, 6.	Microsoft Word – Using outline mode.	Create an automatic table of contents. (time saving activities) **Assignment 2 related tasks.**
Nov 7th	Lecture	Note Taking	Don't just sit there! Tips on how to engage your brain during lectures.
	Tutorials – 1, 5, 6.	Library resources and research	How to gather information for your **assignments.**
	Tutorials- 4, 3, 2.	Microsoft Word – Using outline mode	Create an automatic table of contents (time saving activities) **Assignment 2 related tasks.**

14th November – Enterprise week – No lecture or tutorial			
Week Commencing	**Type**	**Topic**	**Content**
Nov 21st	Lecture	Critical Analytical Thinking	How to improve your technique, some general principles.
	Tutorial	Microsoft word - Styles, headers and footers.	Format academic and professional documents. **Assignment 2 related tasks.**
Nov 28th	Lecture	Presentation techniques	How to prepare and deliver a talk, including tips on coping with nerves.
	Tutorial	Microsoft PowerPoint - Creating Presentations	Create dynamic, consistent and professional slides. **Assignment 2 related tasks.**
Dec 5th	Lecture	Time Management	Learning to make the most of your study time.
	Tutorial	PebblePad	Create a CV **Assignment 2 related tasks**.
Dec 12th	Lecture	Memory and Revision	Effective revision techniques that minimise stress.
	Tutorial	PebblePad - Webfolio	Collating assignment evidence/ saving Webfolio to disk. **Assignment 1 related tasks.**
Xmas Break (3 weeks)			
Timetable change: From week commencing 9th Jan, there will be no more lectures; however, the tutorials will continue to run as timetabled.			
Week Commencing	**Topic**		**Content**
9th Jan	Microsoft Excel – Formatting and sorting		Present and format data in a spreadsheet. (useful for Accounting assignment) **Assignment 2 related tasks.**
16th Jan	Microsoft Excel – Mathematical operations and functions.		How to use formulae to produce accurate results and the IF function. (useful for accounting assignment) **Assignment 2 related task.**
23rd Jan	Microsoft Excel - Pivot tables and charts		Analysing and interrogating data. **Assignment 2 related task.**
30th January - Exam week – No tutorials.			
6th Feb	Microsoft Excel – Charts and graphs		How to present data using charts and graphs. **Assignment 2 related task.**
13th Feb	PebblePad - Webfolio		Collating assignment evidence/ saving Webfolio to disk. **Assignment 1 related tasks.**
20th Feb	Research and Data collection methods **Assignment 1 hand in 21/02/2012**		Learning to contribute and work as part of a team.

27th February – Industry week – No tutorials.		
Week Commencing	**Topic**	**Content**
5th March	Group Presentations	Prepare and deliver a presentation working as part of a team.
12th March	Group Presentations	Prepare and deliver a presentation working as part of a team
19th March	Group Presentations	Prepare and deliver a presentation working as part of a team
26th March	**Assignment 1 Feedback**	
Easter Break (3 weeks)		
23rd April	Microsoft PowerPoint - Assignment	Collate assignment evidence and use the Package to CD/Folder function to save to disk/memory stick. **Assignment 2 related task.**
30th April	SPSS	Introduction to statistical software.
7th May	SPSS	Measures of central tendency - mean, median and mode.
14th May	SPSS **Assignment 2 hand in 15/05/2012**	Using statistical software to input data for analysis.
Exam weeks – 21st May – 1st June – No tutorials during these 2 weeks		
4th June	PebblePad/ Microsoft Word	Updating CV.
11th June	**Assignment 2 Feedback**	

A weekly drop-in APPD surgery will be held in Room 218, Tuesday 3-4pm. Students who require further help with their studies are encouraged to attend. Furthermore, these sessions will be used for additional workshops such as referencing, report and essay writing etc, students will be informed during lectures when these sessions will take place.

Assessment: 100% Coursework – 2 Assignments

This schedule is a guide only and may be changed where thought necessary by the lecturer.

SWANSEA METROPOLITAN UNIVERSITY
PRIFYSGOL FETROPOLITAN ABERTAWE

SWANSEA METROPOLITAN UNIVERSITY
PRIFYSGOL FETROPOLITAN ABERTAWE

Reading List

Essential Texts:

Cameron, S. (2009) The Business Student's Handbook: Skills for Study and Employment, 5th ED. Pearson Education Limited: England.

Clarke, A. (2005) IT Skills for Successful Study, Palgrave Macmillan: Basingstoke.

Cottrell, S. (2008) Study Skills Handbook, 3rd Ed., Palgrave Macmillan: Basingstoke.

Townsend, K. (2009) Skills for Success with Microsoft Office 2007 Pearson Education Ltd. London.

Background Reading:

Cottrell, S. (2005) Critical Thinking Skills Palgrave Macmillan: Basingstoke.

Cottrell, S. (2003) Skills for Success: The Personal Development Planning Handbook (Palgrave Study Guides), Palgrave Macmillan: Basingstoke.

Field, A. (2009) Discovering Statistics using SPSS, 3rd Ed., Sage Publications Ltd: London.

Mcmillan, K. & Weyers, J. (2007) The Smarter Student: Study Skills & Strategies for Success at University, Prentice Hall: Harlow.

Piscitelli, S.V (2009) Study Skills: Do I Really Need This Stuff? 2nd Ed., Prentice Hall: Harlow.

Price, G. & Meier, P. (2007) Effective Study skills for academic and career success, Prentice Hall: Harlow.

Journals:

International Journal of Education Development

International Journal of Training & Development

Assessment & Evaluation in Higher Education

Computers & Education

Useful Websites:

www.skills4study.com/

www.palgrave.com/skills4study/

www.itscotland.org.uk/studyskills/

www.bized.co.uk/reference/studyskills/index.htm

www.how-to-study.com/

www.brunel.ac.uk/~mastmmg/ssguide/sshome.htm