

Applied Personal and Professional Development (APPD)

Scheme of Work

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Level 4 -BA/HND/C

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Leisure, Events, Tourism and Sport Portfolio

Week Commencing	Type	Topic	Content
Oct 3 rd	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 10 th	Lecture	The Learning Process	Develop strategies to accelerate the learning process.
	Tutorial	PebblePad – Academic skills	Create an Action Plan Assignment 1 related task.
Oct 17 th	Lecture	Academic Writing	Tips and techniques to improve academic writing.
	Tutorial	PebblePad/Reflective writing.	Create a Blog Assignment 1 related task.
Oct 24 th	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 31 st	Lecture	Reports and Essays	Planning and writing reports and essays. Simple steps to make your work look good and have a professional feel.
	Tutorials – TM, ITTM & EM.	Library resources and research	How to gather information for your assignments.
	Tutorials – SM1 & SM2.	Microsoft Word – Using outline mode.	Create an automatic table of contents (time saving activities) Assignment 2 related tasks.
Nov 7 th	Lecture	Note Taking	Don't just sit there! Tips on how to engage your brain during lectures.
	Tutorials – SM1 & SM2.	Library resources and research	How to gather information for your assignments.
	Tutorials- TM, ITTM & EM.	Microsoft Word – Using outline mode	Create an automatic table of contents (time saving activities) Assignment 2 related tasks.

14th November – Industry week – No lecture or tutorial

Week Commencing	Type	Topic	Content
Nov 21 st	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 28 th	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 5 th	Lecture	Time Management	Learning to make the most of your study time.
	Tutorial	PebblePad	Create a CV Assignment 2 related tasks.
Dec 12 th	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
9 th Jan	Microsoft Excel – Formatting and sorting	Present and format data in a spreadsheet. (useful for Accounting assignment) Assignment 2 related tasks.
16 th 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.
23 rd Jan	Microsoft Excel - Pivot tables and charts	Analysing and interrogating data. Assignment 2 related task.

30th January - Exam week – No tutorials.

6 th Feb	Microsoft Excel – Charts and graphs	Present data using charts and graphs. Assignment 2 related task.
13 th Feb	PebblePad - Webfolio	Collating assignment evidence/ saving Webfolio to disk. Assignment 1 related tasks.
20 th Feb	Research and Data collection methods	Learning to contribute and work as part of a team.

27th February – Industry week – No tutorials.

Week Commencing	Topic	Content
5 th March	Group Presentations Assignment 1 hand in 06/03/2012	Prepare and deliver a presentation working as part of a team.
12 th March	Group Presentations	Prepare and deliver a presentation working as part of a team
19 th March	Group Presentations	Prepare and deliver a presentation working as part of a team
26 th March	Microsoft PowerPoint - Assignment	Collate assignment evidence and use the Package to CD/Folder function to save to disk/memory stick. Assignment 2 related task.
Easter Break (3 weeks)		
23 rd April	Assignment 1 Feedback	
30 th April	SPSS	Introduction to statistical software.
7 th May	SPSS	Measures of central tendency - mean, median and mode.
14 th 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		
4 th June	PebblePad/ Microsoft Word	Updating CV.
11 th 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



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