

BNM824 Career & Project Skills

Number of Aston Credits: 10

Number of ECTS Credits: 5

Staff Member Responsible for the Module:

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Other members of the Operations and Information Management Group

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Mr Iwan Griffiths, Careers and Employability Centre, Email: i.griffiths@aston.ac.uk, ext 4754, Room SW110

Pre-requisites for the module:

None.

Mode of Attendance:

On Campus

Module Objectives and Learning Outcomes:

This module is designed to:

Equip you with the necessary skills to improve your performance on the programme and in particular prepare you for the final Dissertation/ Project.

Provide you with the tools and skills for linking your learning on the programme to your employability, career planning and personal development.

By the end of this module you will have developed:

Understanding of the competencies valued by employers in related careers, and ability to demonstrate to prospective employers how you meet these competencies.

A Portfolio demonstrating your skills and competencies and linking with your ongoing career planning and development.

Module Content:

By spanning the entire programme this module is designed to:

- > Build up your skills as they are required for the core/ specialist modules and particularly your MSc project.
- > Enable you to reflect upon your learning as the programme progresses and how this contributes to your career planning and development.

Induction week

The module starts in the first week of your studies with an induction week which: Provides an introduction to the programme as a whole, how this module supports the programme, and what is expected of you. Outlines the key skills and competencies which are needed on the programme and enhance your employability. Introduces you to the key resources and learning services available to support your studies, in particular the following:

Library and Information Service
Careers and Employability Centre
Learning Development Centre

Terms 1 and 2

During terms 1 and 2 you will attend a series of theory lectures and practical workshops, which are complemented by assessed practical tasks contributing to your formative learning. You will also study complete a number of self study modules in Blackboard to equip you with some of the skills you will need to complete your project.

Theory lectures on the following topics:

- > Inter-cultural awareness and collaborative working
- > Employability

Practical workshops on the following topics:

- > Researching, using and evaluating information sources
- > Written communication and presentations skills
- > Collaborative working in an inter-cultural environment
- > Career planning and employability competencies

Self study materials

- > Referencing & Plagiarism
- > Taking Notes
- > Writing a CV
- > Using SPSS
- > Using Excel

Term 3

You will make a presentation of your own work in progress on your Project and attend the presentations of the other students and you will write a literature review for your dissertation.

Corporate Connections:

Input from industry specialists, employers and alumni are integrated into the module where possible.

International Dimensions:

This module assists in demonstrating and communicating the qualities and attributes which contribute to international employability.

Contribution of Research:

Staff contributing to this module draw upon expertise gained from research into the role of higher education, employability and intercultural competence.

Method of Teaching:

The module places strong emphasis on developing students as active and reflective learners. This is achieved by balancing classroom-based teaching with directed individual and group-based learning activities. The key to this learning process is the encouragement of active reflection on how your knowledge, skills and competencies are developing during the course of the programme. Formative feedback is given both on the individual and group-based tasks.

Method of Assessment and Feedback:

The final assessment of this module is through a Portfolio submitted at the end of the programme.

This portfolio consists of:

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- > The feedback from the online self study tasks (20%)
- > The feedback from the workshop and lecture sessions (10%)
- > The score from your Presentation (20%)
- > The literature review for your dissertation Project (50%)

Learning Hours:

Induction week	6
Lectures & workshops	24
Presentation	20
Literature Review	30
Online & Other private study	20
Total	100

Indicative Bibliography:

Saunders, M., Lewis, P. & Thornhill, A. (2007). Research Methods for Business Students, Prentice-Hall

Tissington P., Hasel M. and Matthiesen J.,(2009) How to Write Successful Business and Management Essays, Sage.

Allen B., (2009) Study Skills for Business and Management Students, McGrawHill.

Hind, D., and Moss, S. (2005). Employability skills. Sunderland: Business Education Publishers.