

# AMITY GLOBAL INSTITUTE

## MODULE SYLLABUS

Course	Bachelor of Arts (Honours) Business and Marketing Awarded by Teesside University
Module Title	Personal and Professional Development for Business
Module Syllabus No. (if any)	BIN1076-N
Content	This module will help the student become more aware of their own personal and professional development through reflection and interaction with peers. Drawing on related theories students will develop skills, which will enhance their future employability. Understanding the importance of personal development and be able to work around developing the skill set for the future intended career (s).
No. of Teaching Hours	30
Teaching Methods	Lectures, workshop, discussion, presentations
Assessment Methods and Weightages	ECA (100%) Students will produce a reflective portfolio of 3000 words containing the following: <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Reflective Learning log</li> <li>• Development Action Plan</li> <li>• Group Poster</li> </ul>
Skills for Maximising Learning Outcomes	Reading and Research
Dates of Examinations, Major Assessments and Assignments	See University Academic Calendar
Recommended Text	Work psychology: an introduction to human behaviour in the workplace0199227519, 9780199227518Matthewman, Lisa; Rose, Amanda; Hetherington, Angela 2009
Additional Reference Texts (if any)	Mastering communication0230216927, 9780230216921Stanton, Nicky 2009 - 5th ed Interpersonal Skills9781907830372 (e), 9781905539376Wright, Bob 2007
Additional Remarks (if any)	

No.	Learning Outcomes/Aims
1	Evaluate and articulate understanding of relevant theories through guided self-study.
2	Operate competently in a digital environment.
3	Demonstrate an understanding of key themes in personal effectiveness.
4	Collect information from a variety of sources and articulate findings.
5	Reflect on performance tasks that may be complex and non-routine.
6	Demonstrate ability to work as part of a team
7	Be able to articulate the application of knowledge gained to practical workplace application
8	Aware of their own personal and professional development through reflection and interaction with peers

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.