# Scheme of Work

## Module Information

**Academic year**: 2025/26

**Module title**: Professional and Study Skills

**Module number**: SQ4003

**Number of credits**: 20

## Teaching Team

**Module Leader (name, office. email)**: Dr K.J. Mhango, jmhango@harper-adams.ac.uk

**Module Tutor(s): Dr Edwin Harris, eharris@harper-adams.ac.uk**

## Assessment

**Assessment title and type**: E-portfolio

**Assessment deadline**: Week 14

**Weighting**: 100%

## Reading link

Link to reading list [turn this text in to a hyperlink to the reading link and do not paste web links as text]

## Module topics

### Date or week number: week 1

**Staff lead**: Dr K.J. Mhango

**Topic**: Introduction & Time Management

**Summary of activities**:

Setting up IDEs

Intended module outcomes

Assignment description

**Preparation for this session**:

**Link to KSBs (apprenticeships only**):

### Date or week number: week 2

**Staff lead**: Dr K.J. Mhango

**Topic**: Research Skills

**Summary of activities**:

Information literacy

Effective searching

Assignment launch

**Preparation for this session**: N/A

**Link to KSBs (apprenticeships only**):

### Date or week number: week 3

**Staff lead**: Dr K.J. Mhango

**Topic**: Research design, methodology and reporting

**Summary of activities**:

Critical thinking and analytical skills

Research design and methodology

Report writing

**Preparation for this session**: N/A

**Link to KSBs (apprenticeships only**):

### Date or week number: week 4

**Staff lead**: Simon Bicknell

**Topic**: Science Communication

**Summary of activities**:

Science communication principles

Presentation skills

Communication tools (Word, Powerpoint, Web)

**Preparation for this session**: N/A

**Link to KSBs (apprenticeships only**):

### Date or week number: week 5

**Staff lead**: Simon Bicknell

**Topic**: Data management

**Summary of activities**:

Excel

Data management in excel

Tidy data principles for spreadsheet data

FAIR data principles

**Preparation for this session**: N/A

**Link to KSBs (apprenticeships only**):

### Date or week number: week 6

**Staff lead**: Dr K.J. Mhango

**Topic**: Markdown

**Summary of activities**:

Markdown principles

Quarto

**Preparation for this session**:

**Link to KSBs (apprenticeships only**):

### Date or week number: week 7

**Staff lead**: Dr K.J. Mhango

**Topic**: Command line interfaces

**Summary of activities**:

Batch scripting

Bash shell scripting

**Preparation for this session**:

**Link to KSBs (apprenticeships only**):

### Date or week number: week 8

**Staff lead**: Dr K.J. Mhango

**Topic**: Collaboration and version control

**Summary of activities**:

Git and its various versions (GitHub, GitLab)

**Preparation for this session**:

**Link to KSBs (apprenticeships only**):

### Date or week number: week 9

**Staff lead**: Dr K.J. Mhango

**Topic**: Deployment and Orchestration: GitHub pages

**Summary of activities**:

Showcase GitHub pages

Showcase GitHub actions

**Preparation for this session**:

**Link to KSBs (apprenticeships only**):

### Date or week number: week 10

**Staff lead**: Simon Bicknell

**Topic**: Professional development

**Summary of activities**:

Needs assessment skills

CPD (identification and evaluation)

**Preparation for this session**: N/A

**Link to KSBs (apprenticeships only**):

### Date or week number: week 11

**Staff lead**: Simon Bicknell

**Topic**: Professional portfolio

**Summary of activities**:

Curriculum vitae

Cover letters

Creating a personal portfolio

**Preparation for this session**: N/A

**Link to KSBs (apprenticeships only**):

### Date or week number: week 12

**Staff lead**: Dr K.J. Mhango

**Topic**: AI and Copilot

**Summary of activities**:

Effective use of coding assistants

Responsible use of AI

HAU policies

**Preparation for this session**:

**Link to KSBs (apprenticeships only**):

### Date or week number: week 13

**Staff lead**: Dr K.J. Mhango

**Topic**: Assignment review

**Summary of activities**:

Assignment overview

Responsible use of AI

HAU policies

**Preparation for this session**:

**Link to KSBs (apprenticeships only**):