

## Module Information

2022.01, Approved

### Summary Information

Module Code	4001LBSBW
Formal Module Title	Academic Skills and Digital Literacy
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

### Teaching Responsibility

LJMU Schools involved in Delivery
Business and Management

### Learning Methods

Learning Method Type	Hours
Lecture	11
Online	11
Workshop	22

### Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-MTP	MTP	September	12 Weeks

### Aims and Outcomes

Aims	To enable students to develop the skills necessary to be effective learners at university and to apply academic and digital skills in the context of their academic studies. To introduce students to aspects of career management.
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**After completing the module the student should be able to:**

### Learning Outcomes

Code	Number	Description
MLO1	1	Demonstrate competence in academic, literacy and study skills.
MLO2	2	Demonstrate digital literacy.
MLO3	3	Identify and reflect upon the following aspects of self-awareness in respect of personal development and career planning: strengths and weaknesses, motivations and values, ability to work with others.

### Module Content

Outline Syllabus	Three key areas: Academic skills Digital Literacy Employability Introduction to the use of IT systems for academic and professional use.Management of personal files and data.Report and academic writing.Academic referencing.Information research methods using the library resources and other academic and professional sources. Locating business information using explore, online databases, online journals, etc.Integration of information and data to enable production of both academic and professional reports.Developing skills for securing employment.
Module Overview	
Additional Information	This course creates the underpinning academic skills and knowledge for the degree programme. Designed to enable students to engage with module content and learning activities throughout the rest of the programme, in terms of content and assessments.

### Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Portfolio	Appropriate evidence	90	0	MLO1, MLO2
Future Focus e-learning task	Completion of Future Focus	10	0	MLO3

### Module Contacts

#### Module Leader

Contact Name	Applies to all offerings	Offerings
Jan Brown	Yes	N/A

#### Partner Module Team

Contact Name	Applies to all offerings	Offerings
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