

## Liverpool John Moores University

Title: Academic Skills and Digital Literacy  
Status: Definitive  
Code: **4001LBSMK** (128982)  
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management  
Teaching School/Faculty: Business and Management

| Team             | Leader |
|------------------|--------|
| Catherine Bonser | Y      |

**Academic Level:** FHEQ4      **Credit Value:** 20      **Total Delivered Hours:** 44  
**Total Learning Hours:** 200      **Private Study:** 156

### Delivery Options

Course typically offered: Semester 1

| Component | Contact Hours |
|-----------|---------------|
| Lecture   | 11            |
| Online    | 11            |
| Workshop  | 22            |

**Grading Basis:** 40 %

### Assessment Details

| Category                     | Short Description | Description                                                                                                           | Weighting (%) | Exam Duration |
|------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| Portfolio                    | port              | Students individually gather appropriate evidence using a range of relevant sources to demonstrate learning outcomes. | 90            |               |
| Future Focus e-learning task | SWS               | Completion of the career planning Future Focus e-learning resource.                                                   | 10            |               |

### 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.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Demonstrate competence in academic, literacy and study skills.
- 2 Demonstrate digital literacy.
- 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.

## **Learning Outcomes of Assessments**

The assessment item list is assessed via the learning outcomes listed:

|                            |   |   |
|----------------------------|---|---|
| Appropriate evidence       | 1 | 2 |
| Completion of Future Focus | 3 |   |

## **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.*

## **Learning Activities**

Lectures, workshops, online material.

## **Notes**

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.