

Summary Information

Module Code	4002LBSSB
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

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Clay Gransden	Yes	N/A

Module Team Member

Contact Name	Applies to all offerings	Offerings
Matej Christiaens	Yes	N/A

Partner Module Team

Contact Name	Applies to all offerings	Offerings
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Teaching Responsibility

LJMU Schools involved in Delivery
Business and Management

Learning Methods

Learning Method Type	Hours
Lecture	11

Module Offering(s)

Offering Code	Location	Start Month	Duration
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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Learning Outcomes

After completing the module the student should be able to:

Code	Description
MLO1	Demonstrate competence in academic, literacy and study skills.
MLO2	Demonstrate digital literacy.
MLO3	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.
Students will have access to a weekly online sessions. There will also be some topics such as e-library searches, Harvard referencing, digital literacy which are conducive to students being and learning online. This module is linked to personal tutors and peer learning groups.

Assessments

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