

## Liverpool John Moores University

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Title: Academic & Professional Awareness  
Status: Definitive  
Code: **4003AFYPC** (123179)  
Version Start Date: 01-08-2021

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

Team	Leader
Michael Franco	Y

**Academic Level:** FHEQ4      **Credit Value:** 20      **Total Delivered Hours:** 22  
**Total Learning Hours:** 200      **Private Study:** 178

### Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Workshop	22

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Individual Report 1000 words	60	
Future Focus e-learning task	Self aware	Self Awareness Statement 500 words	10	
Presentation	AS3	Group Presentation	30	

### Aims

*To prepare students for academic life at university and to engage the student in the preparation professional skills necessary for future employment.*

## Learning Outcomes

After completing the module the student should be able to:

- 1 Locate research sources of information using a range of techniques appropriate for HE and produce a well structured and referenced report using the Harvard Referencing system.
- 2 Develop and deliver a suitable oral presentation with audience hand-out using appropriate presentation software.
- 3 Identify and describe the skills necessary for professional success.
- 4 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:

Individual 1000 words	1	
Self awareness	4	
Group Presentation	2	3

## Outline Syllabus

*Understanding and Accessing university systems - email, student drive, module and community VLE, electronic library.*

*Relevant communication methods for HE & Business - report writing, essay writing, oral presentations, CVs, covering letters.*

*Referencing to the Harvard Referencing system.*

*Using on-line and library based research tools.*

*Personal Development and Career Planning.*

## Learning Activities

Workshops with individual and group activities built in.

## Notes

This module provides a firm foundation for undergraduate studies on the accounting and finance programme.