

Liverpool John Moores University

Title: ACADEMIC STUDY SKILLS
Status: Definitive
Code: **4003BUSBM** (116856)
Version Start Date: 01-08-2017

Owning School/Faculty: Academic Portfolio
Teaching School/Faculty: Academic Portfolio

Team	Leader
Bill Davies	Y
Rocio Valdivielso Del Real	
Amanda Mason	

Academic Level: FHEQ4 **Credit Value:** 24 **Total Delivered Hours:** 78
Total Learning Hours: 240 **Private Study:** 162

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26
Workshop	52

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	Report	Produce written work which is well-organised, relevant and makes use of appropriate terminology and academic style including appropriate research and referencing (1,500 words).	50	
Presentation	Pres.	Produce written work as per coursework 1 and also create a presentation using MS PowerPoint to present finding to the tutorial group (10 mins).	40	
Self Awareness	WOW	Complete a World of Work Skills Bronze statement on Self	10	

Category	Short Description	Description	Weighting (%)	Exam Duration
Statement		Awareness and then reflect on your feedback using a standard template		

Aims

This module will equip students with some essential skills for their UG degree. Particular emphasis is placed on essay/report writing as a vital area that is too often under-emphasised by students. Focus is also placed on helping students acquire key skills necessary to a successful academic and professional life, such as time management, critical thinking and reflective learning techniques.

To provide the students with the necessary skills to progress through their academic program.

To enable students to be able to use business applications to a standard applicable to their program of study.

To develop a culture of academic study, research and continuous reflection.

Learning Outcomes

After completing the module the student should be able to:

- 1 Understand the need for time management techniques and how to apply them. Demonstrate effective written skills at HE level 1 as required for completion of subject specific assignments.
- 2 Gain confidence and knowledge in some of the more advanced techniques using standard business applications. This will help in report essay/writing, referencing and presentation skills.
- 3 Develop communication and presentation skills in both oral and written communications.
- 4 Identify and reflect upon the following aspects of personal development: 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:

Report	1	2
Presentation	3	
WOW Skills Bronze	4	

Outline Syllabus

Time management skill
Academic research and referencing skills
Reflection and self awareness process

Develop IT/Business skills
Communication and presentation skills

Learning Activities

Lectures
Workshops
Practical sessions
Task based learning

Notes

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