

Liverpool John Moores University

Title: ACADEMIC STUDY SKILLS
Status: Definitive
Code: **4003KAPBM** (118086)
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Kaplan Financial London

Team	Leader
Bill Davies	Y

Academic Level: FHEQ4 **Credit Value:** 24.00 **Total Delivered Hours:** 78.00
Total Learning Hours: 240 **Private Study:** 162

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26.000
Workshop	52.000

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).	50.0	
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).	50.0	

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:

- LO 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.
- LO 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.
- LO 3 Develop communication and presentation skills in both oral and written communications.
- LO 4 Develop the ability to reflect on their academic and personal development with regard to the graduate transferable skills and WoW.

Learning Outcomes of Assessments

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

Report	LO 1	LO 2
Presentation	LO 3	LO 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

References

Course Material	Book
Author	Cottrell, D
Publishing Year	2008
Title	The Study Skills Handbook
Subtitle	
Edition	
Publisher	Palgrave Macmillan
ISBN	

Course Material	Book
Author	Harvey, G
Publishing Year	2006
Title	Excel 2007 for Dummies
Subtitle	
Edition	
Publisher	John Wiley & Sons
ISBN	

Course Material	Book
Author	Lowe, D
Publishing Year	2006
Title	PowerPoint 2007 for Dummies
Subtitle	
Edition	
Publisher	John Wiley & Sons
ISBN	

Course Material	Book
Author	Holden, G
Publishing Year	2009
Title	Brilliant Excel 2007: Tips & Tricks
Subtitle	
Edition	
Publisher	Pearson, Harlow
ISBN	

Course Material	Book
Author	Stack, S
Publishing Year	2007
Title	Brilliant Access 2007
Subtitle	

Edition	
Publisher	Pearson, Harlow
ISBN	

Notes

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