

Liverpool John Moores University

Title: Academic & Professional Awareness
Status: Definitive
Code: **4003LBSAF** (121668)
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:** 55
Total Learning Hours: 200 **Private Study:** 145

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Online	33
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	WoW Bronze Statement Reflective Statement	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 statement	4		
Group Presentation	2	3	4

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.