

## Liverpool John Moores University

Title: ACADEMIC STUDY SKILLS  
Status: Definitive but changes made  
Code: **4003YPCBM** (117727)  
Version Start Date: 01-08-2017

Owning School/Faculty: Academic Portfolio  
Teaching School/Faculty: YPC International College (Kolej Antarabangsa YPC)

Team	Leader
Bill Davies	Y

**Academic Level:** FHEQ4      **Credit Value:** 24      **Total Delivered Hours:** 90  
**Total Learning Hours:** 240      **Private Study:** 150

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26
Practical	12
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).	50	

### 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 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	1	2
Presentation	3	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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