

Liverpool John Moores University

Title: LEARNING MATTERS
Status: Definitive
Code: **4004LASS** (116665)
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Liverpool Business School

Team	Leader
Amanda Mason	Y
Jarmila Hickman	

Academic Level: FHEQ4 **Credit Value:** 24.00 **Total Delivered Hours:** 48.00
Total Learning Hours: 240 **Private Study:** 192

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	24.000
Tutorial	24.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	essay	Semester 1: Essay on culture and/or intercultural communications (1,500 words).	50.0	
Presentation	pres	Semester 2: Presentation.	20.0	
Report	report	Semester 2: Report.	30.0	

Aims

To provide students with the necessary academic, information and ICT skills for successful completion of their studies.

To develop a culture of continuous personal reflection and development (PDP).

Learning Outcomes

After completing the module the student should be able to:

- 1 Write formal essays using academic language and conventions.
- 2 Demonstrate awareness of different cultures.
- 3 Prepare and deliver an oral presentation, supported by suitable technology, using language appropriate to target audience and purpose.
- 4 Search for, select, evaluate and synthesize information from a variety of sources.
- 5 Prepare a written report using appropriate language.
- 6 Make use of relevant software to format a report and present information from a variety of media.

Learning Outcomes of Assessments

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

Essay	1	2
Presentation	3	4
Report	5	6

Outline Syllabus

The key learning areas are indicated below:

Communication Skills

Graduate skills workshops

Intercultural Awareness

IT Skills

Reflection and Self-awareness

Research and Academic Skills - different writing styles, referencing, evaluation of materials

Time Management

Learning Activities

Lectures

Tutorials

Task-based learning

On-line teaching materials and diagnostic tests

References

Course Material	Book
Author	BOWDEN, J
Publishing Year	2008

Title	Writing a Report: How to Prepare, Write and Present Really Effective Reports
Subtitle	
Edition	
Publisher	Oxford, How to books
ISBN	

Course Material	Book
Author	COTTRELL, S
Publishing Year	2008
Title	The Study Skills Handbook
Subtitle	
Edition	
Publisher	3rd edition, Basingstoke: Palgrave
ISBN	

Course Material	Book
Author	KUMAR, A
Publishing Year	2007
Title	Personal, Academic and Career Development in Higher Education Soaring to Success
Subtitle	
Edition	
Publisher	Routledge
ISBN	

Course Material	Book
Author	LEVIN, P
Publishing Year	2007
Title	Skilful Time Management
Subtitle	
Edition	
Publisher	Open University Press, Maidenhead
ISBN	

Course Material	Book
Author	TRACY, E
Publishing Year	2006
Title	The Student's Guide to Exam Success
Subtitle	
Edition	
Publisher	Open University Press, Maidenhead
ISBN	

Course Material	Book
Author	GREETHAM, B
Publishing Year	2001

Title	How to Write Better Essays
Subtitle	
Edition	
Publisher	Palgrave, Basingstoke
ISBN	

Notes

The module aims to help students become aware of their strengths and weaknesses and provide the means for turning the weaknesses into strengths. Tutorial sessions will include the delivery of PDP requirements.