

## Module Information

2022.01, Approved

### Summary Information

Module Code	4052YPCBM
Formal Module Title	Academic Skills for Business and Management
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

### Teaching Responsibility

LJMU Schools involved in Delivery
LJMU Partner Taught

### Partner Teaching Institution

Institution Name
YPC International College (Kolej Antarabangsa YPC)

### Learning Methods

Learning Method Type	Hours
Lecture	11
Seminar	11
Workshop	22

### Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-PAR	PAR	September	12 Weeks

## Aims and Outcomes

Aims	The module will provide the students with some of the essential skills required to successfully complete their UG degree. Particular emphasis is placed on research, essay/report writing, numeracy and referencing, as a vital areas that are too often under-emphasised by students. Focus is also placed on helping students acquire key transferable skills necessary to a successful academic and professional life, such as time management, critical thinking and reflective learning techniques.
------	--

**After completing the module the student should be able to:**

### Learning Outcomes

Code	Number	Description
MLO1	1	Employ the Harvard Referencing System and how to avoid plagiarism at university.
MLO2	2	Identify, and effectively use, reliable and appropriate academic and industry related sources of information.
MLO3	3	Demonstrate effective communication and critical analysis skills, and an understanding of this through assessment.
MLO4	4	Reflect on individual performance within the academic and business skills development, with special consideration given to areas of weakness identified, and the creation of a Personal Development Plan.

## Module Content

Outline Syllabus	To provide the students with the necessary skills to avoid plagiarism using the Harvard Reference System. To understand the demands of academic work and associated marking schemes. Identifying appropriate academic sources found in the university library system – books, journals and academic papers. Using reliable sources to analyse markets and industries – Mintel, IBISWorld and Keynote etc. To develop academic writing and critical analysis skills. To develop effective time management and workload planning for assessments. To develop effective revision strategies. To understand the reflection and self-awareness process.
Module Overview	
Additional Information	This module will introduce the students to skills required to complete their chosen program of study and to have the transferrable skills for working career. Particular emphasis is placed on research, essay/report writing, numeracy and referencing, as a vital areas that are too often under-emphasised by students.

## Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Test	In Class Test	30	0	MLO1
Presentation	Individual Business Report	70	0	MLO2, MLO3, MLO4

## Module Contacts

**Module Leader**

Contact Name	Applies to all offerings	Offerings
Moataz Al Hilou	Yes	N/A

**Partner Module Team**

Contact Name	Applies to all offerings	Offerings
--------------	--------------------------	-----------