Academic & Professional Awareness

Module Information

2022.01, Approved

Summary Information

Module Code	4103LBSAF
Formal Module Title	Academic & Professional Awareness
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

Teaching Responsibility

LJMU Schools involved in Delivery
Business and Management

Learning Methods

Learning Method Type	Hours
Lecture	11
Online	22

Module Offering(s)

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

Aims and Outcomes

Aims	To prepare students for academic life at university and to engage the student in the preparation professional skills necessary for future employment.

After completing the module the student should be able to:

Learning Outcomes

Code	Number	Description
MLO1	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.
MLO2	2	Develop and deliver a suitable oral presentation with using appropriate presentation software.
MLO3	3	Identify and describe the skills necessary for professional success.
MLO4	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.

Module Content

Outline Syllabus	Understanding and accessing university systems - email, OneDrive, 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.Appreciation of accounting professional bodies.
Module Overview	
Additional Information	This module provides a firm foundation for undergraduate studies on the accounting and finance programme.

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Report	Individual 1000 words	60	0	MLO1
Future Focus e-learning task	E-learning task	10	0	MLO4
Presentation	Group Presentation	30	0	MLO2, MLO3, MLO4

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Michael Franco	Yes	N/A

Partner Module Team

Contact Name	Applies to all offerings	Offerings