Academic and Digital Literacy

Module Information

2022.01, Approved

Summary Information

Module Code	4110LBSHR
Formal Module Title	Academic and Digital Literacy
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
Workshop	33

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 ensure that they can apply academic and digital skills online. To develop awareness of the internal and external business environments. Explore economic factors influencing business and HR decisions. Develop awareness and skills in HR financial planning.

After completing the module the student should be able to:

Learning Outcomes

Code	Number	Description
MLO1	1	Recognise academic skills underpinning degree study
MLO2	2	Demonstrate digital skills in relation to HR data

Module Content

Outline Syllabus	Using LJMU SystemsUsing Microsoft Office Academic writing and referencingResearch skillsIntroduction to data interrogation and analysisInternal and external business environmentsHR Data
Module Overview	
Additional Information	This course creates the underpinning academic skills and knowledge for the degree programme. Designed to enable students to engage with module content and learning activities throughout the rest of the programme, in terms of content and assessments.

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Portfolio	Portfolio	100	0	MLO1, MLO2

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Jason Bogh	Yes	N/A

Partner Module Team

Contact Name	Applies to all offerings	Offerings