

Liverpool John Moores University

Title: Academic and Digital Skills
Status: Definitive
Code: **4120BUSHR** (123946)
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management
Teaching School/Faculty: Business and Management

Team	Leader
Jason Bogh	Y
David Soehren	

Academic Level: FHEQ4 **Credit Value:** 10 **Total Delivered Hours:** 24
Total Learning Hours: 100 **Private Study:** 76

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Workshop	24

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	essay	500 word essay to embed academic skills, demonstrating an understanding of research skills and referencing.	50	
Presentation	pres	Poster presentation	50	

Aims

to prepare students for academic life at university and to ensure that they can apply academic and digital skills on line.

Learning Outcomes

After completing the module the student should be able to:

- 1 Become familiar and competent with academic skills underpinning degree study.
- 2 Consolidate digital skills and become competent users of computer programmes to produce essays, emails, posters, presentations.

Learning Outcomes of Assessments

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

Essay	1	2
poster pres	1	2

Outline Syllabus

Blackboard, MS word for report writing, MS outlook 1 and 2, MS powerpoint, MS excel, and develop skills to compile and understand databases and spreadsheets. Introduction to on line HRM systems like Oracle and Nexus. Referencing, academic writing, essay writing and report writing. Research skills, developing learning portfolios.

Learning Activities

a mix of lectures, workshops, hands-on PC individual exercises about, for example, critical writing skills, group work, including poster presentation skills, action learning and action research sets.

Notes

This course creates the underpinning skills and knowledge for the degree programme. Designed to bring the students to a level where they can engage with all the future module content, individual and group learning activity that is demanded of them.