

## Module Information

2022.01, Approved

### Summary Information

Module Code	4603AFYPC
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
LJMU Partner Taught

### Partner Teaching Institution

Institution Name
YPC International College (Kolej Antarabangsa YPC)

### Learning Methods

Learning Method Type	Hours
Lecture	11

### 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.
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### 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	AS1	60	0	MLO1
Reflection	Self aware	10	0	MLO4
Presentation	AS2	30	0	MLO2, MLO3, MLO4

#### Module Contacts

##### Module Leader

Contact Name	Applies to all offerings	Offerings
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Michael Franco	Yes	N/A
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**Partner Module Team**

Contact Name	Applies to all offerings	Offerings
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