



UNIVERSITY OF WALES: TRINITY SAINT DAVID
PRIFYSGOL CYMRU: Y DRINDOD DEWI SANT

School of Business
London Campus

Academic Skills
LCBB4006

MODULE CODE: LCBB4006

TITLE: Academic Skills

DATED: 14/02/2021

LEVEL: 4

CREDITS: 20

JACS CODE: N200

AIM(S)

- To help students develop study skills that can accelerate their learning in the undergraduate programme.
- To encourage the development of a reflective, active, positive approach to learning, and to take responsibility for their own learning.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- produce a fully referenced written work in a relevant topic which is well-organised and makes use of appropriate academic writing style;
- produce written work which is well-organised, relevant and makes use of appropriate terminology and academic style;
- demonstrate good communication skills in written and oral form;
- demonstrate effective use of Information Technology (IT) as required, including but not limited to MS Word, MS Power Point, MS Teams, the internet;
- interpret and analyse a range of information beyond mere description in a critical way;
- work as a member of a team by cooperating with others, negotiating, listening to others in the group, sharing responsibilities/tasks and meeting deadlines.

INDICATIVE CONTENT

- Introduction to independent learning (Identifying skills needed for higher education; transferable/employment skills).
- Graduate level reading and note-taking.
- Identifying Learning resources through the library, as well as externally using reliable and relevant sources appropriate for the discipline.
- Researching skills.
- Referencing (The Harvard System).
- Developing awareness of critical thinking.
- Using feedback and reflection.
- Active learning - Using computers and e-learning to support learning. (e.g., the VLE, Internet search techniques).
- Working effectively and appropriately with others.
- Time-management, organisation and motivation.
- Presentation - F2F and Virtual.
- Essay planning and academic writing.
- Examination strategies.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	50	25%
Independent learning	150	75%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Individual Written Report	1250 words	25%

Assessment Component 2

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Individual Written Report	2750 words	75%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	100%
Practical	0%
TOTAL	100%

INDICATIVE READING LIST

Module Code	LCBB4006	
Module Title	Academic Skills	
Classification	Reading List entry	Electronic*
Essential	Cottrell, S., (2019) The study skills handbook, 5 th Ed., Red Globe Press: London.	☒
Essential	Saunders, M., Lewis, P., Thornhill, A., (2019) Research methods for business students, 5 th Ed., Pearson: Harlow, England.	☒
Essential	Bradbury, A., (2006) Successful presentation skills. Kogan Page.	☒
Further	McMillan, K., (2012) The Study Skills Book. 3 rd Ed., Pearson, Harlow, England.	☒
Further	Haber, J., (2020) Critical thinking. The MIT Press. London, England	☒
Further	Fairbairn, G., Winch, C., (2011) Reading, writing, and reasoning: a guide for students, 3 rd Ed., Open University Press. Maidenhead, England	☒
Further	Godfrey, J., (2018) How to use your reading in your essays. Palgrave. London.	☒
Further	Oliver, P., (2012) Succeeding with your literature review: a handbook for students. McGraw-Hill, Berkshire, England.	☒