

MODULES

Module Code	LCLM4001
Title	Academic Skills
Date	29/07/2022
Level	4
Credits	20
Pre-Requisites	

AIM(S)

- To provide the essential academic skills needed to succeed as a student in Higher Education.

LEARNING OUTCOMES

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

- Show awareness and ability to apply the key academic skills needed to succeed in higher education;
- Reflect on their learning.

INDICATIVE CONTENT

- Organising study (e.g., time management, organising space and resources)
- Note taking
- Understanding assessments and planning
- Searching for information and assessing sources of information
- Structuring academic work and academic writing
- Academic integrity and referencing
- Preparing and delivering presentations
- Using word-processing and other software to produce academic work
- Importance of reflection and theories

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam

☒ Coursework

☐ Practical

Mode of assessment	Volume	Weighting
Portfolio of work made up of 2-3 elements (which may include evidence generated during, classroom activities / reflective reports / structured academic reports / case study analysis / abstracts etc.)	3000 words or equivalent	100%

Assessment Summary

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

INDICATIVE READING LIST

Module Code	LCLM4001	
Module Title	Academic Skills	
Classification	Reading List entry	Electronic*
Essential	Cottrell, S. (2019) <i>The Study Skills Handbook</i> . Fifth edition. London: Macmillan International Higher Education/Red Globe Press, an imprint of Springer Nature Limited. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100273858902421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,study%20skills&offset=0	☒
Essential	Bedford, D. and Wilson, E. (2020) <i>Study skills for foundation degrees</i> . Third edition. Abingdon, Oxon: Routledge. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100335359402421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,academic%20skills&facet=tlevel,include,online_resources&offset=0	☒
Essential	Bailey, S. (2013) <i>Academic Writing for International Students of Business</i> . Hoboken: Taylor and Francis. Available at: https://wwhef-	☒

	uwt.sd.alma.exlibrisgroup.com/leganto/public/44WHELF_UWTSD/citation/6412110060002421?auth=SAML	
Further	McMillan, K. and Weyers, J. (2021) <i>The Study Skills Book</i> . 4th ed. Harlow: Pearson Education, Limited. Available at: https://librarysearch.uwt.sd.ac.uk/discovery/fulldisplay?docid=alma99100441102502421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,study%20skills&offset=0	☒
Further	Smale, B. and Fowlie, J. (2009) <i>How to succeed at university: an essential guide to academic skills and personal development</i> . SAGE. Available at : https://librarysearch.uwt.sd.ac.uk/discovery/fulldisplay?docid=alma9929779202421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Personal%20%20%20%20Development%20Planning&offset=0	☒
Further	Cottrell. (2017). <i>Critical thinking skills: effective analysis, argument, and reflection</i> (3rd. ed.). Palgrave Macmillan. Available at: https://eu.alma.exlibrisgroup.com/leganto/readinglist/citation/6552069510002421?auth=SAML	☒
Further	Open Learn. (2022) 'Skills for study'. Available at : https://www.open.edu/openlearn/skills-for-study	☒