



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

School of Business
Birmingham Campus

Academic Skills
LCBB4000

MODULE CODE: LCBB4000

TITLE: Academic Skills

DATED: 13/06/2018

LEVEL: 4

CREDITS: 20

JACS CODE: N200

AIM(S)

- To provide the student with the underlying study/research strategies and software skills that can accelerate that learning process.
- 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:

- analyse the published literature relating to a management related topic and produce a fully referenced management report;
- design and deploy a range of primary data collection methods;
- evaluate and interpret qualitative and quantitative data, and present the findings to specialist and non-specialist audiences; □ evaluate the appropriateness of different approaches to information gathering.

INDICATIVE CONTENT

- Identifying skills (e.g. self-evaluation; skills needed for higher education; transferable/employment skills).
- Organising study (e.g. time management; organising space; organising resources).
- Gathering relevant information (e.g. effective note taking; using the library and the internet; reflecting on experience).

- Communicating and presenting information (e.g. presentation techniques; styles).
- Developing an appropriate writing style (e.g. planning and structuring essays and reports; linking ideas together; using facts, opinions or arguments; analytical thinking, etc.).
- Referencing convention (e.g. the Harvard System).
- Revision and examination techniques (e.g. preparation; organisation; memory aids; managing stress).
- Using computers and e-learning to support learning (e.g. the VLE; Internet search techniques).
- Key research skills/data collection methods (e.g. primary and secondary sources; interview; questionnaire; observation; focus groups; questionnaire design; sampling methods).
- Presentation of data using charts, diagrams, and graphs.
- Measures of central tendency (mean, median, mode).
- Using word-processing software (e.g. creating tables; using a variety of document templates for reports, minutes, CVs etc.; outline numbering; applying styles; automatic tables of contents; referencing; drawing; and other toolbars).

LEARNING AND TEACHING STRATEGY

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 - Coursework

Mode of assessment	Volume	Weighting
Report	1250 words	25%

Assessment Component 2 (Practical) – Group Presentation

Mode of assessment	Volume	Weighting
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Group presentation	10 minutes per person	75%
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Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	25%
Practical	75%
TOTAL	100%

READING LIST

Module Code	LCBB4000	
Module Title	Academic Skills	
Classification	Reading List entry	Electronic*
Essential	Andrews, J. West, J., Dark, J., (2014) Jump Right In! Essential Computer Skills Using Microsoft Office 2013, 2 nd Edition, Pearson	☐
Essential	Cottrell, S. (2012) Study Skills Handbook, 4th Ed., Palgrave Macmillan: Basingstoke	☐
Essential	Wilson, J. (2013) Essentials of Business Research: A Guide to Doing Your Research Project, Sage: London	☐
Further	Piscitelli, S., (2013) Study Skills: Do I Really Need This Stuff? 3 rd Edition, Prentice Hall	☐
Further	McMillan, K., Weyers, J., (2012) The Study Skills Book Smarter Study Skills. 3rd Edition, Pearson Education Canada	☐