



MODULE SPECIFICATION

Part 1: Information			
Module Title	Essential Information Skills		
Module Code	UMADQ8-15-1	Level	1
For implementation from	September 2019		
UWE Credit Rating	15	ECTS Credit Rating	7.5
Faculty	FBL	Field	Accounting and Finance
Department	Accounting, Economics and Finance		
Contributes towards	BSc (Hons) Accounting, BA (Hons) Accounting and Finance, BA (Hons) Accounting and Management		
Module type:	Standard		
Pre-requisites	<i>None</i>		
Excluded Combinations	<i>None</i>		
Co- requisites	<i>None</i>		
Module Entry requirements	<i>N/A</i>		

Part 2: Description
<p>This module's purpose is threefold:</p> <ol style="list-style-type: none"> 1. It aims to equip students with fundamental information literacy skills required to locate, evaluate and use information correctly in the context of their degree programmes; 2. It will introduce students to a range of information sources and databases that can be used to undertake original research in their respective subject specialisations; 3. It will familiarise students with key software programmes in the accounting, finance and management areas to ensure students enhance their employability skills regarding use of technology in the workplace. <p>In this module, students will examine the various information literacy models / frameworks with the aim of developing the skills and knowledge that will allow them to find, evaluate and use the information they need for project purposes.</p> <p>Further, the module will acquaint students with a range of important business information sources and databases that are used in both academia and professional practice in the areas of Accounting, Finance and Management.</p> <p>In addition, the module will concentrate on developing those information skills that are judged to be essential in the job market. The focus is on developing computing and information skills in locating, extracting and manipulating data using spreadsheets and, where appropriate, analysing data and presenting the results of such analyses in a business setting.</p>

Although not introducing analytical techniques per se, the module will build on fundamental statistical knowledge obtained on other Level 1 modules. Figure 1 shows the content of the module over its duration. The module aims to introduce the use of spreadsheets early in the learning process. The projects students will be working on will be informed by key modules on Level 1 to promote a unified learning experience and to enable students to perceive for themselves the interrelationships between aspects of their degree syllabus.

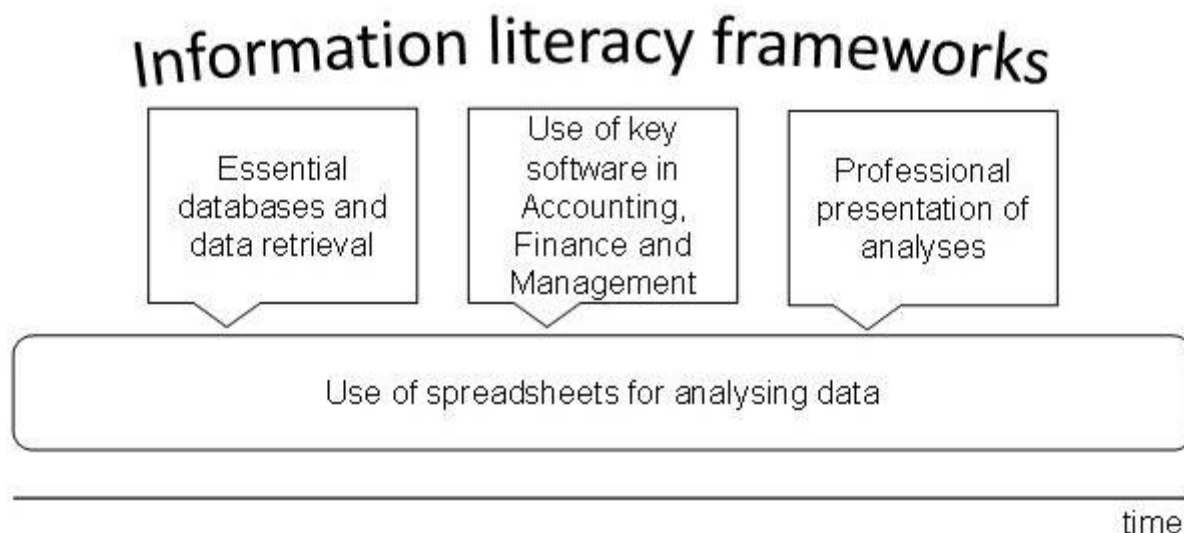


Figure 1: Stylised Essential Information Skills module content

Part 3: Assessment: Strategy and Details

The assessment methods are chosen to provide formative and summative feedback and to enable the students to demonstrate they have achieved the learning outcomes of the module.




In terms of formative assessment, students will be given the opportunity to work on contained projects as part of the module's workshop schedule. Module facilitators will be able to provide real-time feedback and guide students when required.

With regard to summative assessment, a project portfolio (Component B) will be compiled progressively over the duration of the module, which will incorporate a series of tasks and online tests. For resit students, the assignment will include tasks that students will have to complete and submit for assessment.

Component A: Students will work in groups and select a task from the portfolio to develop into a 10-minute presentation demonstrating their analytical skills and decision making. Resit students will have to provide a 5-minute recorded individual presentation on a specific task along with a reflective piece on group skills not to exceed 250 words.

Component B aims to assess students' knowledge and handling of the various key databases and/or software in their subject specialisation as well as methods of data retrieval and analysis.

Identify final timetabled piece of assessment (component and element)	Component B	
% weighting between components A and B (Standard modules only)	A: 40%	B: 60%
First Sit		
Component A (controlled conditions) Description of each element	Element weighting	
1. Professional group presentation of specified task from project portfolio (10 mins)	100%	
Component B	Element weighting	

Description of each element																																					
1. Project portfolio (including tasks and online tests)		100%																																			
Resit (further attendance at taught classes is not required)																																					
Component A (controlled conditions) Description of each element		Element weighting																																			
1. Recorded presentation (5 mins) and reflection on group skills (max 250 words)		100%																																			
Component B Description of each element		Element weighting																																			
1. Task related assignment (1,000 words)		100%																																			
Part 4: Learning Outcomes & KIS Data																																					
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ul style="list-style-type: none"> Identify and apply information models and frameworks to resolve problems (A & B); Understand relevant Accounting, Finance and Management databases and key software (A & B); Apply business databases and spreadsheets skills in the collation, management and presentation of data (e.g. visualisation) (B); Apply appropriate techniques in analysing data (B); Work in teams and present the results of analysis in a professional manner (A). 																																				
Key Information Sets Information (KIS)	<p>The module will comprise 3 hours of contact time per teaching week , normally consisting of:</p> <ul style="list-style-type: none"> One hour lecture introducing and presenting a specific subject *; Two-hour computer-based workshop for students to apply the material presented in the lectures *. <p>* This breakdown of delivery is only indicative. The module team reserves the right to amend the balance of lectures and workshops as it sees fit for the achievement of the learning outcomes of the module.</p>																																				
Contact Hours	<table border="1"> <thead> <tr> <th colspan="5"><u>Key Information Set - Module data</u></th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"><i>Number of credits for this module</i></td> <td></td> <td style="border: 2px solid black;">15</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Hours to be allocated</th> <th>Scheduled learning and teaching study hours</th> <th>Independent study hours</th> <th>Placement study hours</th> <th>Allocated Hours</th> </tr> <tr> <td style="text-align: center;">150</td> <td style="text-align: center;">36</td> <td style="text-align: center;">114</td> <td style="text-align: center;">0</td> <td style="text-align: center;">150</td> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;"></td> </tr> </tbody> </table>		<u>Key Information Set - Module data</u>										<i>Number of credits for this module</i>				15						Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	150	36	114	0	150					
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Total Assessment	<p>Independent study hours include, but are not necessarily restricted to, engaging in essential reading, workshop preparation, contribution to online discussion, development of academic and generic skills, assignment preparation and completion and examination preparation.</p> <p>The table below indicates as a percentage the total assessment of the module which constitutes a:</p> <p>Written Exam: Unseen or open book written exam; Coursework: Written assignment or essay, report, dissertation, portfolio, project or in class test;</p>																																				

Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)

Please note that this is the total of various types of assessment and will probably not reflect the component and module weightings in the Assessment section of this module description:

Total assessment of the module:		
Written exam assessment percentage		0%
Coursework assessment percentage		60%
Practical exam assessment percentage		40%
		100%

Reading List

<https://uwe.rl.talis.com/lists/CF1BC545-127F-88A6-8CB8-3D93EE47E490.html>

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First CAP Approval Date	UVP 10 July 2018 link to UCP Business Case			
Revision ASQC Approval Date		Version	2	<i>Link to RIA</i>