



Module Specification

Essential Information and Academic Skills

Version: 2023-24, v2.0, 06 Feb 2023

Contents

Module Specification	1
Part 1: Information	2
Part 2: Description	2
Part 3: Teaching and learning methods	4
Part 4: Assessment.....	5
Part 5: Contributes towards	6

Part 1: Information

Module title: Essential Information and Academic Skills

Module code: UMADQ8-15-1

Level: Level 4

For implementation from: 2023-24

UWE credit rating: 15

ECTS credit rating: 7.5

Faculty: Faculty of Business & Law

Department: FBL Dept of Accounting Economics & Finance

Partner institutions: None

Delivery locations: Frenchay Campus

Field: Accounting and Finance

Module type: Module

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: This module will help students bridge the gap between further education and higher education by providing an introduction to some core technical skills which will be utilised throughout their studies and beyond.

Features: Not applicable

Educational aims: This module's purpose is threefold:

The module aims to provide a platform for students to make the transition from further education into higher education by looking into the purpose of learning and introducing them to the UWE values;

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 by introducing them to a range of information sources and databases that can be used to undertake original research in their respective subject specialisations;

It will familiarise students with key software programmes in the accounting, finance and management areas to ensure students enhance their employability skills regarding the use of technology in the workplace.

Outline syllabus: The module will encourage students to think about their own individual learning journey and attempt to change their objectives from simply passing to becoming more employable, better versions of themselves.

Although not introducing analytical techniques per se, the module will build on fundamental statistical knowledge obtained on other Level 1 modules and will aim to introduce the use of spreadsheets early in the learning process. In the context of overarching information literacy frameworks, the Essential Information and Academic Skills module covers the use of spreadsheets for analysing data, with reference to: Essential databases and data retrieval.

Use of key software in Accounting, Finance and Management.

Professional presentation of analyses.

The module will also introduce students to various pieces of software which are key to their future studies and employability and will ask them to demonstrate their understanding of these through the portfolio assessment.

Part 3: Teaching and learning methods

Teaching and learning methods: 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.

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.

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.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 Identify and apply information models and frameworks to resolve problems

MO2 Understand relevant Accounting, Finance and Management databases and key software

MO3 Apply business databases and spreadsheets skills in the collation, management and presentation of data (e.g. visualisation)

MO4 Apply appropriate techniques in analysing data

MO5 Work in teams and present the results of analysis in a professional manner

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 114 hours

Face-to-face learning = 36 hours

Total = 150

Reading list: The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/index.html) via the following link <https://uwe.rl.talis.com/index.html>

Part 4: Assessment

Assessment strategy: 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 will be compiled progressively over the duration of the module, which will incorporate a series of tasks and online tests. The portfolio tasks aim to assess students' knowledge and handling of the various key databases and/or software in their subject specialisation. Students will be asked to complete various pieces of certification and online tests which will be released sporadically throughout the module.

Group Presentation: Students will work in groups to develop a 10-minute presentation demonstrating their analytical, presentation and team work skills.

Assessment components:

Portfolio (First Sit)

Description: Individual Portfolio

Weighting: 60 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Presentation (First Sit)

Description: Group presentation (10 mins)

Weighting: 40 %

Final assessment: No

Group work: Yes

Learning outcomes tested: MO1, MO2, MO5

Portfolio (Resit)

Description: Individual Portfolio

Weighting: 60 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Presentation (Resit)

Description: Group Presentation 10 mins. (Groups of 1 permitted)

Weighting: 40 %

Final assessment: No

Group work: Yes

Learning outcomes tested: MO1, MO2, MO5

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Accounting and Finance [Phenikaa] BA (Hons) 2023-24

Accounting and Finance [Frenchay] BA (Hons) 2023-24

Accounting [Frenchay] BSc (Hons) 2023-24

Accounting and Finance [Villa] BSc (Hons) 2023-24

Accounting {Foundation} [Frenchay] BSc (Hons) 2022-23

Accounting and Business Management {Foundation} [Sep][SW][Frenchay][5yrs] BA (Hons) 2022-23

Accounting and Business Management {Foundation} [Sep][FT][Frenchay][4yrs] BA
(Hons) 2022-23

Accounting and Finance {Foundation} [Frenchay] BA (Hons) 2022-23