1. **Title of the module**

BUSN3570 (CB357) Study Skills (Top Up Degree)

1. **School or partner institution which will be responsible for management of the module**

Kent Business School

1. **The level of the module (Level 4, Level 5, Level 6 or Level 7)**

Level 4

1. **The number of credits and the ECTS value which the module represents**

15 credits (7.5 ECTS)

1. **Which term(s) the module is to be taught in (or other teaching pattern)**

Autumn

1. **Prerequisite and co-requisite modules**

None

1. **The programmes of study to which the module contributes**

BA Business (Top Up)

1. **The intended subject specific learning outcomes.  
   On successfully completing the module students will be able to:**

This module is primarily designed to develop generic rather than subject-specific skills. Its position as a pre-sessional module enables students to become familiar with and develop those cognitive and behavioural skills that enable them to perform to the standards set for the achievement of a first degree. Consequently all learning outcomes have been grouped in Section 9.

1. **The intended generic learning outcomes.  
   On successfully completing the module students will be able to:**

9.1 access relevant information from a variety of sources, eg academic and business texts / journals, case studies, including judicious use of the Internet;

9.2 write an essay to final year academic standards within the limits of their knowledge;

9.3 formally present their views to an audience using oral, visual and technical skills.

9.4 apply group-working skills, including listening, responding to different points of view, negotiating outcomes etc to any appropriate situation.

1. **A synopsis of the curriculum**

The module will include topics such as:

* audit of student skills in reading and comprehension of higher learning material
* identification of behavioural barriers to effective learning
* Internet searching
* Harvard referencing
* the development of the necessary skills and awareness for self-management through:
  + feedback from testing
  + group discussion
  + analysis
  + presentations,
  + reasoning,
  + referencing
  + research and essay writing

1. **Reading list (Indicative list, current at time of publication. Reading lists will be published annually)**

Giles K. and Hedge N. (1994) (Eds) The Manager’s Good Study Guide, The Open University

Cottrell S. (1999) The Study Skills Handbook, Palgrave Study Guides

Range of online Study Skill guides on the UELT website

1. **Learning and teaching methods**

Total contact hours: 20

Private study hours: 130

Total study hours: 150

1. **Assessment methods**
   1. Main assessment methods

Pass/Fail

13.2 Reassessment methods

Reassessment Instrument: 100% coursework (Pass/Fail)

1. **Map of module learning outcomes (sections 8 & 9) to learning and teaching methods (section12) and methods of assessment (section 13)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module learning outcome** | *8.1* | *8.2* | *8.3* | *8.4* | *9.1* | *9.2* | *9.3* | *9.4* |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |
| Private Study | **NA** | **NA** | **NA** | **NA** | **X** | **X** | **X** | **X** |
| Lectures/Practical Sessions | **NA** | **NA** | **NA** | **NA** | **X** | **X** | **X** | **X** |
| **Assessment method** |  |  |  |  |  |  |  |  |
| Pass/Fail | **NA** | **NA** | **NA** | **NA** | **X** | **X** | **X** | **X** |

1. **Inclusive module design**

The School recognises and has embedded the expectations of current equality legislation, by ensuring that the module is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.

The inclusive practices in the guidance (see Annex B Appendix A) have been considered in order to support all students in the following areas:

a) Accessible resources and curriculum

b) Learning, teaching and assessment methods

1. **Campus(es) or centre(s) where module will be delivered**

Canterbury

1. **Internationalisation**

This module prepares students with the opportunity to study internationally-focussed modules at Stage 3.

**FACULTIES SUPPORT OFFICE USE ONLY**

**Revision record – all revisions must be recorded in the grid and full details of the change retained in the appropriate committee records.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date approved | Major/minor revision | Start date of the delivery of revised version | Section revised | Impacts PLOs (Q6&7 cover sheet) |
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Revised FSO Jan 2018