

Module specification

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Module code	BUS392
Module title	Study and Research Skills
Level	3
Credit value	30
Faculty	Bloomsbury Institute: School of Business and Accounting
Module Leader	Dr Sebastian Lesniewski
HECoS Code	100078
Cost Code	GAMG

Programmes in which module to be offered

Programme title	Is the module core or option for this programme
BA (Hons) Business Management with Foundation Year	Core
BA (Hons) Business Management (Marketing) with Foundation Year	Core
BA (Hons) Business Management (Entrepreneurship) with Foundation Year	Core
BA (Hons) Business Management (Human Resources Management) with Foundation Year	Core
LLB (Hons) Law and Legal Practice with Foundation Year	Core
BSc (Hons) Accounting & Finance with Foundation Year	Core

Pre-requisites

None

Breakdown of module hours

Learning and teaching hours	66 hrs
Placement tutor support	0 hrs
Supervised learning e.g. practical classes, workshops	0 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs

Learning and teaching hours	66 hrs
Total active learning and teaching hours	66 hrs
Placement / work based learning	0 hrs
Guided independent study	234 hrs
Module duration (total hours)	300 hrs

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Initial approval date	8 April 2022
With effect from date	June 2022
Date and details of revision	
Version number	1

Module aims

Study and Research Skills equips students with the essential skills required to succeed at Level 4. The module is also designed to enable students to make informed decisions about the quality of sources, engage with relevant digital technologies, and to explore the fundamental processes of primary research.

Module Learning Outcomes - at the end of this module, students will be able to:

1	Apply a range of study skills to in-class and independent study.
2	Explain and present the basic principles of the process of academic research; find, identify, examine and use appropriate academic sources; cite and reference sources using appropriate conventions.
3	Describe the purpose of primary research and explain methods of generating reliable data.

Assessment

This section outlines the type of assessment task the student will be expected to complete as part of the module. More details will be made available in the relevant academic year module handbook.

Indicative Assessment 1: will take form of coursework on key study skills (equivalent to 800-words)

Indicative Assessment 2: will take form of an 8-minute individual presentation on a research interest and plan

Indicative Assessment 3: will take form of a research portfolio which will include a quiz on primary research, a questionnaire, and data collection tasks (equivalent to 1,400-words).

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1	Coursework	20
2	2	Presentation	30
3	3	Portfolio	50

Derogations

None.

Learning and Teaching Strategies

The module will be completed over one term.

Students will undertake 2-weeks of pre-reading and online activities.

The module is taught through weekly 2-hour lectures, 2-hour seminars and 2-hour workshops.

Lectures provide a broad outline structure for each topic to be covered. Lectures offer a good way of covering a lot of information and, more importantly, of conveying ideas to many people at once.

Seminars enable students to undertake directed self-study and to answer questions and solve problems which are set by the lecturer. Students will present their answers and solutions within the seminar group. Seminars enable students to explore further the topics introduced in the lectures.

Workshops follow on from lectures and seminars. They are designed to enable students to work within a small group to perform set tasks (e.g. working on an exercise or case study). They reinforce proactive learning by providing opportunities for discussion and interaction.

The seminar/workshop groups are small, thereby enabling students to develop a deep understanding.

Student digital literacies are developed on this module through the use of:

- Online libraries and databases for gaining access to full-text journal articles and eBooks.
- Communication means provided through the VLE and learning technology applications.
- Online group-work, for planning, developing, improving, submitting and reflecting on collaborative work completed as part of the module.
- Assessment and feedback tools such as Multiple Choice Tests/Quizzes, Turnitin and the VLE's Gradebook – enabling timely and detailed feedback on student work.
- Web-based Office 365.

Indicative Syllabus Outline

- Source evaluation
- Writing paragraphs
- Citations and references
- Primary research
- Questionnaire design

Indicative Bibliography:

Please note the essential reads and other indicative reading are subject to annual review and update.

Essential Reads

- Study and Research Booklet (a reader with all the resources required to succeed on the module)

Other indicative reading

- Gillet, A., Hammond, A. and Martala, M., (2009) Successful Academic Writing. Harlow: Pearson.
- Creme, P. and Lea, M., (2008) Writing at University. Maidenhead: Open University Press.
- Powell, M., (2011) Dynamic Presentations. 1st ed. Cambridge: Cambridge Business Skills.

Employability skills – the Glyndŵr Graduate

Each module and programme is designed to cover core Glyndŵr Graduate Attributes with the aim that each Graduate will leave Glyndŵr having achieved key employability skills as part of their study. The following attributes will be covered within this module either through the content or as part of the assessment. The programme is designed to cover all attributes and each module may cover different areas.

Core Attributes

Engaged
Ethical

Key Attitudes

Commitment
Curiosity
Resilience
Confidence

Practical Skillsets

Digital Fluency
Organisation
Critical Thinking
Communication