

Faculty	Economic and Management Sciences		
Home Department	Academic Development		
Module Topic	Academic Literacy for Commerce		
Generic Module Name	Academic Literacy for Commerce 131/132		
Alpha-numeric Code	ALC131 (Full-time and part-time) ALC132 (Full-time repeat module only)		
NQF Level	5		
NQF Credit Value	15		
Duration	Semester		
Proposed semester to be offered	First or Second Semester		
Programmes in which module will be offered	BCom (1008), BCom Extended Curriculum (1751), BCom Part-Time (1101), BCom Accounting (1021), BCom Accounting Extended (1753), BCom Fin Acc (1175), BCom Law (7211), BAdmin (1011), BAdmin Part-Time (1018)		
Year Level	1		
Main Outcomes	<p>On completion of this module students should be able to:</p> <ul style="list-style-type: none"> • Demonstrate the use of various listening and note-taking strategies. • Demonstrate an understanding of group dynamics. • Demonstrate an understanding of analytical and critical thinking • Apply critical and analytical reading skills in various contexts, e.g. text books & articles in journals, newspapers, magazines. • Write well-constructed - written assignments and academic essays. Use references and quotations in a coherent and appropriate manner. • Summarise main and supporting ideas in written texts. • Write well-constructed reports and proposals. • Effectively utilize IT-based productivity tools to organize and manage information. 		
Main Content	<ul style="list-style-type: none"> • Listening and note-taking skills • Group dynamics skills • Critical thinking skills • Reading skills • Writing skills • Referencing skills • Digital information literacy skills 		
Pre-requisite modules	ALB 131 for 4-year programme students only		
Co-requisite modules	ALB 131 for 4-year programme students only		
Prohibited module Combinations	None		
Breakdown of Learning Time	Hours	Timetable Requirement per week	Other teaching modes that does not require time-table
<i>Contact with lecturer / tutor:</i>	60	<i>Lectures p.w.</i>	3
<i>Projects and Essays:</i>	6	<i>Practicals p.w.</i>	0
<i>Assessments:</i>	30	<i>Tutorials p.w.</i>	1
<i>Other:</i>	14		
<i>Selfstudy:</i>	40		
Total Learning Time	150		
Methods of Student Assessment	Continuous Assessment (CA): 60% Final Assessment (FA): 40%		
Assessment Module type	Continuous and Final Assessment (CFA)		