

Liverpool John Moores University

Title: Developing Skills for Business
Status: Definitive
Code: **3100FNDLBS** (127073)
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management
Teaching School/Faculty: Business and Management

Team	Leader
Martin Hudson	Y

Academic Level: FHEQ3
Credit Value: 20
Total Delivered Hours: 33
Total Learning Hours: 200
Private Study: 167

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Online	11
Workshop	22

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	Two part portfolio (two assessments in total for the portfolio)	25	
Reflection	AS2	Reflective online blog	75	

Aims

This module aims to facilitate the development of personal, academic and professional skills as a foundation for students' current and future studies in Business related subjects. It will equip students with the tools to become confident and independent learners at university.

Learning Outcomes

After completing the module the student should be able to:

- 1 Find and evaluate appropriate information
- 2 Present a piece of writing in an academic style
- 3 Reflect on your personal development as an independent learner
- 4 Create an online reflective blog

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Two part portfolio	1	2
On-line reflective blog	3	4

Outline Syllabus

Identifying and using business information
Communication about and in Business
Gathering ideas about Business
Self Reflection
Developing Skills
Expressing ideas
Preparing for discussions/presentations

Learning Activities

Workshops, individual and group study tasks outside class, online activities using Canvas (e.g. quizzes, surveys, completing templates), formative assessment tasks, one-to-one reflective progress.

Notes

The decision to deliver through workshops and online teaching and learning activities, rather than through lectures, is to enable the development of independent and deductive learning and the growth of self-efficacy.