

## Liverpool John Moores University

Title: BUSINESS MATTERS  
Status: Definitive  
Code: **4000BUSGM** (108155)  
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School  
Teaching School/Faculty: Liverpool Business School

Team	Leader
Alistair Beere	Y

**Academic Level:** FHEQ4      **Credit Value:** 24.00      **Total Delivered Hours:** 80.00  
**Total Learning Hours:** 240      **Private Study:** 160

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	24.000
Practical	12.000
Tutorial	24.000
Workshop	20.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Semester 1: Produce a business report using Microsoft (2000 words)	50.0	
Report	AS2	Semester 2: e-Portfolio meeting requirements related to PDP, Graduate Skills and WoW criteria.	50.0	

### Aims

*To provide students with the necessary academic skills to facilitate successful completion of their academic studies.*

*To provide students with the necessary information and skills to access the University's electronic systems i.e. email, personal file store, Blackboard, e-portfolio and learning resources.*

*To enable students to use business standard software to a level appropriate for their programme.*

*To develop a culture of continuous personal reflection and development.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Utilise approaches, standards and conventions appropriate to their University studies.
- 2 Access and utilize the University's bespoke electronic learning and support systems.
- 3 Utilise industry standard office software.
- 4 Reflect on their personal development with particular regard to graduate skills, PDP and WoW.

## **Learning Outcomes of Assessments**

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

CW	2		
CW	1	3	4

## **Outline Syllabus**

*The key learning areas are as indicated below and it is anticipated that approximately four weeks will be spent on each area but not necessarily in a single block:*

*Reflection and Self-awareness*

*Research and Academic Skills*

*IT Skills*

*Communication Skills*

*Time Management*

*Intercultural Awareness*

## **Learning Activities**

Lectures

Tutorials

Practicals

Workshops

On-line teaching materials and diagnostic tests

Business simulations

Task-based learning

Case studies

## References

<b>Course Material</b>	Book
<b>Author</b>	Cottrell, S
<b>Publishing Year</b>	2008
<b>Title</b>	The Study Skills Handbook
<b>Subtitle</b>	
<b>Edition</b>	3rd edition
<b>Publisher</b>	Basingstoke: Palgrave
<b>ISBN</b>	9780-230-573055

<b>Course Material</b>	Book
<b>Author</b>	Kumar, A
<b>Publishing Year</b>	2007
<b>Title</b>	Personal, Academic and Career Development in Higher education Soaring to Success
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Routledge
<b>ISBN</b>	

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## Notes

Includes a two week induction period.

Makes use of a diagnostic test to enable students to identify individual learning needs.

Personal Tutors deliver the tutorial sessions.

Tutorial sessions will include the delivery of PDP requirements.

The bulk of theoretical material and concepts will be delivered by subject specialists to ensure consistency.

Where appropriate, materials will be customised to suit different subject areas.