

## Liverpool John Moores University

Title: STUDY SKILLS FOR BUSINESS  
Status: Definitive  
Code: **4003BUSBS** (116963)  
Version Start Date: 01-08-2017

Owning School/Faculty: Academic Portfolio  
Teaching School/Faculty: Academic Portfolio

Team	Leader
Terry Murray	Y

**Academic Level:** FHEQ4      **Credit Value:** 24      **Total Delivered Hours:** 78  
**Total Learning Hours:** 240      **Private Study:** 162

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26
Workshop	52

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	Pres.	Group Presentation.	25	
Essay	Essay	Document Production (Individual).	15	
Report	Report	Report (Individual).	50	
Self Awareness Statement	Reflection	Complete a World of Work Skills Bronze statement on Self Awareness and then reflect on your feedback using a standard template	10	

### Aims

*To introduce the students to the basic skills required to be able to use the university*

*systems and ensure that they are able to communicate and collaborate using the systems and technologies available to them.*

*To develop basic IT business skills that enhance and improve their wider management and business skills with a particular emphasis on the effective use of Microsoft Office and its back end capabilities.*

*To develop a range of academic literacy skills which improve their organization and presentation of academic content.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Use the university file storage system
- 2 Communicate and manage daily activities using email and diary software
- 3 Locate sources of information using a range of techniques
- 4 Develop and deliver a presentation using presentation software
- 5 Demonstrate a range of web skills including locating and presenting information
- 6 Plan their own development (Personal Development Planning)
- 7 Demonstrate appropriate use of business software applications
- 8 Write a well structured and referenced report (using the Harvard Referencing system)
- 9 Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others.

## **Learning Outcomes of Assessments**

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

Presentation	1	4		
Essay	2	6		
Report	3	5	7	8
Bronze Statement & Reflection	9			

## **Outline Syllabus**

*Use of M drive and diary software*

*Accessing University resources remotely*

*Introduction to Microsoft Word, Excel, PowerPoint*

*Introduction to learning concepts*

*Introduction to Personal Development Planning*

*Locating business information using explore, online databases, online journals, etc*

*Introductions to the library catalogue*

*Paraphrasing information sources, report writing and referencing*

*Synthesise information sources to produce essays and reports*

## **Learning Activities**

Lectures, workshops and on-line multimedia teaching materials and case study based examples.

## **Notes**

To introduce the students to the basic skills required to be able to use the university systems and ensure that they are able to communicate and collaborate using the systems and technologies available to them.

To develop basic IT business skills that enhance and improve their wider management and business skills with a particular emphasis on the effective use of Microsoft Office and its back end capabilities.

To develop a range of academic literacy skills which improve their organization and presentation of academic content.