

## Liverpool John Moores University

Title: ACADEMIC, PROFESSIONAL & MANAGEMENT  
AWARENESS  
Status: Definitive  
Code: **4003KFBAF** (118502)  
Version Start Date: 01-08-2012

Owning School/Faculty: Liverpool Business School  
Teaching School/Faculty: Kaplan Financial Birmingham

Team	Leader
Angela Bowdery	
Brendan Quirke	

**Academic Level:** FHEQ4      **Credit Value:** 24.00      **Total Delivered Hours:** 65.00  
**Total Learning Hours:** 240      **Private Study:** 175

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	13.000
Tutorial	26.000
Workshop	26.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	2 written reports to be discussed at meetings with personal tutor	40.0	
Reflection	AS2	Self awareness task	10.0	
Essay	AS3	Individual coursework which will consider how a specific issue/problem could be managed	50.0	

### Aims

*The module aims to develop the student as an effective self motivated learner, by*

*teaching a range of key skills and by providing opportunity for academic guidance and counselling. The study, personal and generic skills are applied and developed in other Level 4 modules and provide a foundation for study at higher levels and for subsequent careers. The module also aims to introduce the student to the functions of organizational management and the environment within which organizational management operates*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Demonstrate competence in a range of key skills.
- 2 Manage their own learning and study effectively.
- 3 Make effective use of the various sources of support available within the University.
- 4 Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others.
- 5 Describe and present the key functions of organizational management
- 6 Discuss current issues in contemporary management

## **Learning Outcomes of Assessments**

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

report	1	2	3	
reflection	1	2	3	4
essay	5	6		

## **Outline Syllabus**

*Different aspects of accounting/overview of profession  
Understanding plagiarism/academic impropriety and its consequences  
Introduction to Harvard referencing  
Awareness of WOW  
WOW case studies  
Skills self awareness  
Recording development  
Introduction to e-portfolio  
Examination and revision skills*

*The functions of management – planning, organizing, leading, controlling  
The environment of management – the environment and corporate culture, globalization, managing ethics and social responsibility*

## **Learning Activities**

Lectures, workshops, tutorials and meetings with personal tutor

## References

<b>Course Material</b>	Book
<b>Author</b>	Cottrell, S
<b>Publishing Year</b>	2010
<b>Title</b>	Skills for Success
<b>Subtitle</b>	
<b>Edition</b>	2nd
<b>Publisher</b>	Palgrave Macmillan
<b>ISBN</b>	9780230250185

<b>Course Material</b>	Book
<b>Author</b>	Race, P
<b>Publishing Year</b>	2007
<b>Title</b>	How to Get a Good Degree Making the Most of your Time at University
<b>Subtitle</b>	
<b>Edition</b>	2nd
<b>Publisher</b>	Open University Press McGraw Hill Education
<b>ISBN</b>	9780335222650

<b>Course Material</b>	Book
<b>Author</b>	Cottrell, S
<b>Publishing Year</b>	2003
<b>Title</b>	Skills for Success: The Personal Development Planning Handbook
<b>Subtitle</b>	
<b>Edition</b>	3rd
<b>Publisher</b>	Palgrave Macmillan
<b>ISBN</b>	1403911320

<b>Course Material</b>	Book
<b>Author</b>	Daft,R, Kendrick,M, & Vershinina,N
<b>Publishing Year</b>	2010
<b>Title</b>	Management
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Cengage Learning EMEA
<b>ISBN</b>	9781844808823

<b>Course Material</b>	Book
<b>Author</b>	Naylor, J
<b>Publishing Year</b>	2004
<b>Title</b>	Management

<b>Subtitle</b>	
<b>Edition</b>	2nd
<b>Publisher</b>	Pearson Education
<b>ISBN</b>	0-273-67321-1

---

### **Notes**

This module provides a firm foundation for further undergraduate studies on the accounting and finance degree programme.

The assessment comprises four pieces of coursework to ensure that students receive ongoing formative feedback