

## Liverpool John Moores University

Title: ACADEMIC, PROFESSIONAL & MANAGEMENT  
AWARENESS  
Status: Definitive  
Code: **4003KFLAF** (118000)  
Version Start Date: 01-08-2013

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

Team	Leader
Alex Watt	Y

**Academic Level:** FHEQ4      **Credit Value:** 24.00      **Total Delivered Hours:** 78.00  
**Total Learning Hours:** 240      **Private Study:** 162

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26.000
Tutorial	52.000

**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	60.0	
Reflection	AS2	Self awareness task	10.0	
Presentation	AS3	Individual coursework which will consider how a specific issue/problem could be managed	30.0	

### Aims

*The module has been designed to prepare students for academic life at university and to engage the student in the preparation for future employability. This module*

*will provide the student with opportunities to gain and develop employability skills for future success in the business environment.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Write reports or essays on management issues in the required format suitable for the business environment
- 2 Manage e-mail communication correctly and understand its use in the business environment
- 3 Develop a basic cash flow statement for a new business using MS Excel
- 4 Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others.
- 5 Present financial information to an audience using MS PowerPoint
- 6 Demonstrate knowledge and understanding of relational databases particularly regarding their use in Accounting Information Systems

## **Learning Outcomes of Assessments**

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

Report	1	2	3
Reflection	4		
Presentation	5	6	

## **Outline Syllabus**

*Managing e-mail communication effectively*  
*Using advanced MS Word for writing reports*  
*Referencing to the Harvard Referencing System*  
*Using the on-line and library based university research tools - specifically the FAME database for accounting information*  
*Presentation skills with the emphasis on presenting numerical data using MS PowerPoint linked to MS Excel*  
*Using Microsoft Excel: basic and intermediate features*  
*Introduction to SQL server and general database construction*

*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, tutorials

## References

<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>	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

<b>Course Material</b>	Book
<b>Author</b>	Schmuller, J
<b>Publishing Year</b>	2013
<b>Title</b>	Statistical Analysis with Excel for Dummies
<b>Subtitle</b>	
<b>Edition</b>	3rd
<b>Publisher</b>	For Dummies
<b>ISBN</b>	1118464311

<b>Course Material</b>	Book
<b>Author</b>	McGrath, M
<b>Publishing Year</b>	2012
<b>Title</b>	SQL in easy steps
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	In Easy Steps
<b>ISBN</b>	1840785438

<b>Course Material</b>	Book
<b>Author</b>	Lowe, D
<b>Publishing Year</b>	2010
<b>Title</b>	PowerPoint 2010 for Dummies
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	John Wiley & Sons
<b>ISBN</b>	0470487658

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<b>Course Material</b>	Book
<b>Author</b>	Harvey, G
<b>Publishing Year</b>	2010
<b>Title</b>	Excel 2010 for Dummies
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	John Wiley & Sons
<b>ISBN</b>	0470489596

<b>Course Material</b>	Book
<b>Author</b>	Forsyth, P
<b>Publishing Year</b>	2006
<b>Title</b>	How to Write Reports and Proposals
<b>Subtitle</b>	
<b>Edition</b>	2nd
<b>Publisher</b>	Kogan Page
<b>ISBN</b>	0749456655

<b>Course Material</b>	Book
<b>Author</b>	Blutman, K & Aitken, P
<b>Publishing Year</b>	2010
<b>Title</b>	Excel Formulas and Functions for Dummies
<b>Subtitle</b>	
<b>Edition</b>	2nd
<b>Publisher</b>	Wiley, Hoboken
<b>ISBN</b>	978-0470568163

<b>Course Material</b>	Book
<b>Author</b>	Bowden, J
<b>Publishing Year</b>	2011
<b>Title</b>	Writing a Report
<b>Subtitle</b>	
<b>Edition</b>	9th
<b>Publisher</b>	How To Books Ltd
<b>ISBN</b>	1845284704

<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

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## **Notes**

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

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