Liverpool John Moores University

Title: STUDY SKILLS FOR BUSINESS
Status: Definitive
Code: **4020BUSCOM**   (119491)
Version Start Date: 01-04-2013

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

Team		Leader
Terry Murray		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
Workshop	52.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	Pres.	Group Presentation.	20.0	
Essay	Ind. Doc	Document Production (Individual).	30.0	
Report	Report	Report (Individual).	50.0	

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 it backed end capabilities.

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

Learning Outcomes

After completing the module the student should be able to:

LO1   Communicate and manage daily activities using email and diary software
LO2   Locate sources of information using a range of techniques
LO3   Develop and deliver a presentation using presentation software
LO4   Demonstrate a range of web skills including locating and presenting information
LO5   Plan their own development (Personal Development Planning)
LO6   Take responsibility for your own learning
LO7   Work as part of a group
LO8   Write a well structured and referenced report

Learning Outcomes of Assessments

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

Presentation	LO 3	LO 7		
Document production (Ind)	LO 1	LO 5		
Report	LO 2	LO 4	LO 6	LO 8

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.

References

Course Material	Book
Author	Cameron, S
Publishing Year	2002
Title	Business Students Handbook
Subtitle	Learning Skills for Study and Employment
Edition	2nd edition
Publisher	Financial Times Prentice Hall
ISBN	0 273 655-27-2

Notes

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