

Liverpool John Moores University

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Title: Professional Skills Development 1
Status: Definitive
Code: **4030BUSMK** (121488)
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management
Teaching School/Faculty: Business and Management

Team	Leader
Peter Simcock	Y

Academic Level: FHEQ4 **Credit Value:** 10 **Total Delivered Hours:** 44
Total Learning Hours: 100 **Private Study:** 56

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	11
Seminar	22
Tutorial	11

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	port	Students individually gather appropriate evidence using a range of media sources to demonstrate learning outcomes. 2500 words +/-10%	100	

Aims

To enable students to develop the skills necessary to be effective learners and develop a professional consciousness in order to facilitate their learning and

enhance their employability.

Learning Outcomes

After completing the module the student should be able to:

- 1 source and interpret appropriate materials for academic and professional study
- 2 produce academic and other materials to a professional standard
- 3 create and analyse quantitative and qualitative data
- 4 identify and reflect upon their personal and professional development

Learning Outcomes of Assessments

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

Evidence up to 2500 words	1	2	3	4
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Outline Syllabus

Use of M drive and creating folders; diary software and email management
Accessing university resources remotely
Introduction to Microsoft word, excel, PowerPoint
Locating business information using explore, online databases, online journals, etc.
Introductions to the library portal
Report writing and referencing
Synthesise information sources to produce essays and reports

Learning Activities

Lectures workshops and on line multimedia teaching materials including specifically targeted help videos and media content

Notes

To introduce students to the basic skills required to access LJMU systems in order to facilitate communication and collaboration.

To develop academic literacy and presentation of academic content.