

Liverpool John Moores University

Title: Professional Development and Business Techniques
Status: Definitive
Code: **4044ENG** (117036)
Version Start Date: 01-08-2016

Owning School/Faculty: Electronics and Electrical Engineering
Teaching School/Faculty: Electronics and Electrical Engineering

Team	Leader
Colin Robinson	Y

Academic Level: FHEQ4 **Credit Value:** 24 **Total Delivered Hours:** 72
Total Learning Hours: 240 **Private Study:** 168

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	36
Tutorial	36

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Self Awareness Statement	Reflection		10	2
Portfolio	Portfolio		90	

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 counseling. The study, personal and generic skills are applied and developed in other Level 4 modules, and provide a platform reflective learning experience and foundation for study at higher levels and subsequent careers. The module also aims to prepare students to a level of ability likely to be encountered in business situations

and also approach with confidence mathematical concepts encountered on BSc programmes.

Learning Outcomes

After completing the module the student should be able to:

- 1 Manage their own learning and study effectively
- 2 Collect, analyse and manipulate information from appropriate sources and communicate effectively both orally and in writing.
- 3 Work effectively as part of a team in development of portfolio content
- 4 Analyse and manipulate mathematical information and present graphically.
- 5 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:

Bronze Statement & Reflection	5				
Portfolio Coursework	1	2	3	4	

Outline Syllabus

Personal Development Planning

Reflective learning and critical analysis

Basic study skills, e.g. note-taking, exam preparation, time management

Information resources and the handling of data

Questionnaire design

Use of Business English for communication (Business Letters, Agendas and Minutes and Reports)

CV preparation

Working with others, holding and controlling effective meetings and interviews

Commerical mathematical concepts (Algebraic notation and solution of equations.

Ratios, simple and compound interest, Measures of central tendency and spread,

Simple distributions of data, Trends, probability, Correlation and Confidence intervals)

Integration of word-processing, graphics, spreadsheets into effective reports and presentations.

Oral presentations

World of Work Skills Bronze stage – on Self Awareness - to be delivered by the World of Work Careers Centre

Learning Activities

By a series of tutorial sessions in small groups with a personal tutor. There will be substantial directed study, industrial visits and guest lectures.

Notes

This level 4 module is an essential integrating element of the first year of study. It provides students with practical and relevant skills to support all aspects of their university and subsequent careers via a series of stimulating small-group tutorial sessions.