

Liverpool John Moores University

Title: PROFESSIONAL AND ENTERPRISE SKILLS DEVELOPMENT
Status: Definitive
Code: **4047TECH** (105629)
Version Start Date: 01-08-2011
Owning School/Faculty: Engineering
Teaching School/Faculty: Engineering

Team	Leader
Kevin Bains-Johnston	Y

Academic Level: FHEQ4
Credit Value: 12.00
Total Delivered Hours: 24.00
Total Learning Hours: 120
Private Study: 96

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Tutorial	24.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	Portfolio of evidence	50.0	
Essay	AS2	Poster Presentation	50.0	

Aims

This 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. It also seeks to develop an enterprising mindset that can solve problems, think laterally and engage resources to find solutions. The study, personal and generic skills are applied and developed in a business and management subject context and provide a platform for reflective learning and enhance study at higher levels and in subsequent careers. The portfolio of evidence could also serve as a basis by which the student could obtain LJMU+ key skills qualifications. The module

will include industrial visits and guest lectures to help students connect with the business context.

Learning Outcomes

After completing the module the student should be able to:

- 1 Manage their own learning and study effectively
- 2 Develop an enterprising mindset that can solve problems, think laterally and engage resources to find solutions
- 3 Collect, analyse and manipulate information from appropriate sources both within and outside the university
- 4 Communicate effectively orally and in writing.
- 5 Work effectively as part of a team.

Learning Outcomes of Assessments

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

CW	1	3	4		
CW	1	2	3	4	5

Outline Syllabus

Personal Development planning and LJMU+
Reflective learning and critical analysis, learning style preferences
Basic study skills, e.g. note-taking, exam preparation, time management
Information resources and the handling of data
Working with others, holding and controlling effective meetings and interviews
Team dynamics, Belbin
Use of Business English for communication (Business Letters, Agendas and Minutes and Reports)
Oral presentations

Learning Activities

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

References

Course Material	Book
Author	Buzan T

Publishing Year	2003
Title	The illustrated mind map book
Subtitle	
Edition	
Publisher	BBC books
ISBN	0563487054

Course Material	Book
Author	Northedge A
Publishing Year	2005
Title	The Good Study Guide
Subtitle	
Edition	
Publisher	OUP
ISBN	0749259744

Course Material	Book
Author	Ludlow R
Publishing Year	1992
Title	The Essence of Effective Communication
Subtitle	
Edition	
Publisher	Prentice Hall
ISBN	

Course Material	Book
Author	Pentz M and Shott M
Publishing Year	1988
Title	Handling Experimental Data
Subtitle	
Edition	
Publisher	OUP
ISBN	

Course Material	Book
Author	Eggert M
Publishing Year	1992
Title	The Perfect CV
Subtitle	
Edition	
Publisher	Arrow Business Books
ISBN	

Course Material	Book
Author	Brieger N
Publishing Year	2000
Title	The language of Business English

Subtitle	
Edition	
Publisher	Longman
ISBN	013243007X

Course Material	Book
Author	Mackenzie I
Publishing Year	2002
Title	English for Business studies :Students book
Subtitle	
Edition	
Publisher	Cambridge University Press
ISBN	0521752876

Notes

This level 1 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. The portfolio of evidence could also serve as a basis by which the student could obtain LJMU+ key skills qualifications.