

Summary Information

Module Code	4125BUSHR
Formal Module Title	Academic and Business Skills
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

Teaching Responsibility

LJMU Schools involved in Delivery
Business and Management

Learning Methods

Learning Method Type	Hours
Online	33

Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-MTP	MTP	September	12 Weeks

Aims and Outcomes

Aims	To prepare students for academic life at university and to ensure that they can apply academic and digital skills on line. To develop awareness of the internal and external business environments. Explore economic factors influencing business decisions. Develop awareness and skills in finance, budgeting and financial planning with particular respect to HR activities.
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After completing the module the student should be able to:

Learning Outcomes

Code	Number	Description
MLO1	1	Become familiar and competent with academic skills underpinning degree study.
MLO2	2	Consolidate digital skills and become competent users of computer programmes to produce essays, emails, posters, presentations.
MLO3	3	Demonstrate an understanding of the economy and the external business environment.
MLO4	4	Prepare a business and financial plan through awareness of the business model, internal structures, and external factors.

Module Content

Outline Syllabus	Canvas, MS word for report writing, MS outlook 1 and 2, MS PowerPoint, MS excel, and develop skills to compile and understand databases and spreadsheets. Introduction to on line HRM systems like Oracle and Nexus. Referencing, academic writing, essay writing and report writing. Research skills, developing learning portfolios. Develop an understanding of the external and internal environment and its impact on business development: Prepare a financial plan that considers HR costs:
Module Overview	This module will prepare you for academic life at university and to ensure that you can apply academic and digital skills online. You will develop awareness of the internal and external business environments and explore economic factors influencing business decisions. Also, you will develop awareness and skills in finance, budgeting and financial planning with particular respect to HR activities.
Additional Information	This course creates the underpinning skills and knowledge for the degree programme. Designed to bring the students to a level where they can engage with all the future module content, individual and group learning activity that is demanded of them.

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Portfolio	Portfolio	100	0	MLO1, MLO2, MLO3, MLO4

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Jason Bogh	Yes	N/A

Partner Module Team

Contact Name	Applies to all offerings	Offerings
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