

## Liverpool John Moores University

Title: Academic and Business Skills  
Status: Definitive  
Code: **4125BUSHR** (128476)  
Version Start Date: 01-08-2021

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

Team	Leader
Jason Bogh	Y
David Soehren	

**Academic Level:** FHEQ4      **Credit Value:** 20      **Total Delivered Hours:** 33  
**Total Learning Hours:** 200      **Private Study:** 167

### Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Online	33

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	Portfolio	Portfolio to include both business / HR related activities as well as academic writing	100	

### 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.*

## Learning Outcomes

After completing the module the student should be able to:

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

## Learning Outcomes of Assessments

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

Portfolio	1	2	3	4
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## 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:*

## Learning Activities

On-line delivery, with exercises about, for example, critical writing skills, group work, including poster presentation skills, action learning and action research sets.

## Notes

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.