

Liverpool John Moores University

Title: Academic and Business Skills and Behaviours
Status: Definitive
Code: **4210BSPTHR** (123898)
Version Start Date: 01-08-2021

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

Team	Leader
David Soehren	Y

Academic Level: FHEQ4
Credit Value: 30
Total Delivered Hours: 60
Total Learning Hours: 300
Private Study: 240

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Online	30
Workshop	30

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	Essay	to embed good study skills, planning and organisation skills and academic skills in writing and research as well as referencing. Students will be guided to use and improve their academic skills as a starting block on their PT degrees. 2000 word essay.	50	
Presentation	Poster	500 word poster presentation.	25	
Practice	Skills	On-line practical skills	25	

Aims

to prepare students for the rigours of academic life: study skills, reading for a degree, time management, on line learning, research, referencing.
to relate academic skills to the world of work and integrate with business skills

Learning Outcomes

After completing the module the student should be able to:

- 1 Compose academically rigorous assignments through focus on excellent study skills, academic research and writing skills
- 2 Compose essays and reports that integrate business and academic skills.
- 3 Construct data bases, spreadsheets and posters for assessments across this and other modules.

Learning Outcomes of Assessments

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

2000 word essay	1	3	2
500 word poster presentation	1	3	2
On-line practical skills	1	3	2

Outline Syllabus

on line digital components covering MS dos, Microsoft, excel as well as academic skills: reading, writing for an academic assessment, research skills, report writing, presentation skills and developing a poster
on line skills to maximise learning from Blackboard, on line forums and discussion boards.

Learning Activities

lectures; group work, for instance, using Jigsaw groups for research exercises and data base building; presentations; workshops; on line exercises e.g. to learn referencing skills, research skills, discussion board and email etiquette.

Notes

This module introduces students to academic life and prepares them for individual and group learning and assessments with a focus on how to learn, how to research and reference your work. A large on line element, both in class and through independent learning will equip the students with a growing confidence and competence to embed their study time effectively and produce a growing portfolio of academic work across all modules.