

## Liverpool John Moores University

Title: ACADEMIC AND BUSINESS SKILLS  
Status: Definitive  
Code: **4303BUSBS** (121924)  
Version Start Date: 01-08-2021

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

Team	Leader
Terry Murray	Y

**Academic Level:** FHEQ4  
**Credit Value:** 20  
**Total Delivered Hours:** 48  
**Total Learning Hours:** 200  
**Private Study:** 152

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	4
Seminar	44

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	pres	group presentation	25	
Report	rpt	2500 word report	65	
Future Focus e-learning task	Self aware	complete a world of work skills bronze statement on self awareness and then reflect on your feedback using a standard template	10	

### Aims

*To enable students to develop the concepts and skills necessary to be effective learners and gain sufficient work base skills to enhance their future employability. after completing the module the student should be able to*

*hand in work properly word processed with suitable referencing, tables of contents, page numbering, page orientation and correct text styles.*  
*manage e-mail communication professionally using upper and lower case at all times, correctly completed subject lines and proper salutations.*  
*present a business orientated topic*  
*have a basic understanding of the business use spreadsheets*  
*analyse data using spss*  
*understand the importance of digital information systems to business*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 read effectively and source appropriate resources for academic study
- 2 produce a fully formed academic report
- 3 create and analyse quantitative and quantitative data
- 4 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:

presentation	1	3
report	2	4
Self-awareness statement	4	

## **Outline Syllabus**

*Use of M drive and diary software*  
*Accessing University resources remotely*  
*Introduction to Microsoft Word, Excel, PowerPoint*  
*Introduction to learning concepts*  
*Introduction to Personal Development Planning*  
*Locating business information using explore, online databases, online journals, etc*  
*Introductions to the library portal*  
*Paraphrasing information sources, report writing and referencing*  
*Synthesise information sources to produce essays and reports*  
*using nvivo and spss*

## **Learning Activities**

Lectures, workshops and on-line multimedia teaching materials including specifically targeted help videos and media content.

## **Notes**

To introduce the students to the basic skills required to be able to use the university systems and ensure that they are able to communicate and collaborate using the systems and technologies available to them.

To develop basic IT business skills that enhance and improve their wider management and business skills with a particular emphasis on the effective use of Microsoft Office and its back end capabilities.

To develop a range of academic literacy skills which improve their organization and presentation of academic content.