Liverpool John Moores University

Title:	BUSINESS MATTERS
Status:	Definitive
Code:	**4500SERGM** (113972)
Version Start Date:	01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: South Eastern Regional College

Team	emplid	Leader
Alistair Beere		Y

Academic Level:	FHEQ4	**Credit Value:**	24.00	**Total Delivered Hours:**	80.00
Total Learning Hours:	240	**Private Study:**	160		

Delivery Options
Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	24.000
Practical	12.000
Tutorial	24.000
Workshop	20.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS2	Semester 2: e-Portfolio meeting requirements related to PDP, Graduate Skills and WoW criteria.	50.0	
Report	AS1	Semester 1: Produce a business report using Microsoft Word (2000 words).	50.0	

Aims

To provide students with the necessary academic skills to facilitate successful completion of their academic studies.

To provide students with the necessary information and skills to access the University's electronic systems i.e. email, personal file store, Blackboard, e-portfolio and learning resources.
To enable students to use business standard software to a level appropriate for their programme.
To develop a culture of continuous personal reflection and development.

Learning Outcomes

After completing the module the student should be able to:

1   Utilise approaches, standards and conventions appropriate to their University studies.
2   Access and utilize the University's bespoke electronic learning and support systems.
3   Utilise industry standard office software.
4   Reflect on their personal development with particular regard to graduate skills, PDP and WoW.

Learning Outcomes of Assessments

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

Report	1	3	4
Report	2	4	

Outline Syllabus

The key learning areas are as indicated below and it is anticipated that approximately four weeks will be spent on each area but not necessarily in a single block:
Reflection and Self-awareness
Research and Academic Skills
IT Skills
Communication Skills
Time Management
Intercultural Awareness

Learning Activities

Lectures
Tutorials
Practicals
Workshops
On-line teaching materials and diagnostic tests
Business simulations
Task-based learning
Case studies

References

Course Material	Book
Author	Cottrell, S
Publishing Year	2008
Title	The Study Skills Handbook
Subtitle	
Edition	3rd edition
Publisher	Basingstoke: Palgrave
ISBN	9780-230-573055

Course Material	Book
Author	Kumar, A
Publishing Year	2007
Title	Personal, Academic and Career Development in Higher education Soaring to Success
Subtitle	
Edition	
Publisher	Routledge
ISBN	

Notes

Includes a two week induction period.
Makes use of a diagnostic test to enable students to identify individual learning needs.
Personal Tutors deliver the tutorial sessions.
Tutorial sessions will include the delivery of PDP requirements.
The bulk of theoretical material and concepts will be delivered by subject specialists to ensure consistency.
Where appropriate, materials will be customised to suit different subject areas.