

## Liverpool John Moores University

Title: STUDY SKILLS FOR BUSINESS STUDENTS  
Status: Definitive  
Code: **4501IS** (107445)  
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School  
Teaching School/Faculty: Isle of Man International Business School

Team	Leader
Alex Watt	Y

**Academic Level:** FHEQ4      **Credit Value:** 24.00      **Total Delivered Hours:** 48.00  
**Total Learning Hours:** 240      **Private Study:** 192

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	24.000
Tutorial	24.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Report	40.0	
Presentation	AS2	Group Presentation	30.0	
Essay	AS3	Coursework	30.0	

### Aims

*To prepare for study at Higher Education level.*

*To take responsibility for own learning.*

*To become competent in basic office software – Microsoft Word, Excel & PowerPoint.*

*To use this competency in producing a Business Report and develop a Business Presentation.*

*To develop academic writing skill.*

*To undertake a research exercise using appropriate tools and Referencing System (System of reference nominated as IBS organisational standard).  
To develop an understanding of the concepts of*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Create and plan for own development (Personal Development Planning)
- 2 Locate sources of information using a range of techniques
- 3 Develop and deliver a presentation using presentation software
- 4 Work as part of a group
- 5 Demonstrate appropriate use of business software applications
- 6 Write a well structured and referenced report (using the Referencing System)

## **Learning Outcomes of Assessments**

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

CW	2	5	6
CW	2	3	4
CW	1		

## **Outline Syllabus**

*Concepts and strategies for Learning*

*Personal Development Planning*

*Research skills*

*Academic writing*

*Critical analytical thinking*

*Plagiarism, direct quote and paraphrasing information sources.*

*Reference System*

*Preparing to produce essays, reports, projects and dissertations*

*Introduction to Microsoft Word, Excel, PowerPoint for business*

*Revision and Exam preparation*

## **Learning Activities**

Lectures, workshops, on-line teaching materials and learning activities.

## **References**

<b>Course Material</b>	Book
<b>Author</b>	Bowden, J

<b>Publishing Year</b>	2004
<b>Title</b>	Writing a report: How to prepare, write and present effective reports
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	7th edition, Oxford, How to Books Ltd.
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Buzan, T
<b>Publishing Year</b>	1993
<b>Title</b>	The Mind Map Book
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	London, BBC Publications.
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Cameron, S
<b>Publishing Year</b>	2002
<b>Title</b>	Business Students Handbook: Learning Skills for Study and Employment
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	2nd edition, Financial Times Prentice Hall 0 273 655-27-2
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Cottrell, S
<b>Publishing Year</b>	2005
<b>Title</b>	Critical Thinking Skills
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Palgrave Macmillan
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Cottrell, S
<b>Publishing Year</b>	2008
<b>Title</b>	The Study Skills Handbook
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	3rd edition, New York, Palgrave Macmillan
<b>ISBN</b>	

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## Notes

The module prepares the student for Higher Education and academic study.  
Formative feedback for this module will be provided via in-class activities.