

Liverpool John Moores University

Title: SKILLS FOR BUSINESS 1
Status: Definitive
Code: **4502ST** (107499)
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: 12.00
Total Delivered Hours: 26.00
Total Learning Hours: 120
Private Study: 94

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	13.000
Tutorial	13.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	CASE STUDY	100.0	

Aims

- 1. To become competent in basic office software.*
- 2. To use this competence in producing Business Report.*
- 3. To work successfully in a team.*
- 4. To examine a Case, analyse the quantitative and qualitative variables and recommend a course of action with justification.*

Learning Outcomes

After completing the module the student should be able to:

- 1 word process
- 10 produce a report
- 11 formulate and propose a solution to a problem
- 2 produce and use a spreadsheet
- 3 produce and use a database
- 4 manipulate data
- 5 present in written format
- 6 present verbally with support material
- 7 analyse a case study
- 8 demonstrate numerical skills
- 9 participate in a group

Learning Outcomes of Assessments

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

ESSAY	1	2	3	4	5	6	7	8	9	10	11
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Outline Syllabus

An holistic overview of a business.

Examine a Case.

Analyse quantitative & qualitative variables and manipulate data.

Recommend a course of action and justify.

Develop Wordprocessing, Database and Spreadsheet capabilities.

Produce a Report (written using a Wordprocessing package) and presentation.

Develop team working skills.

Learning Activities

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References

Notes

The module will enable the student to develop and refine skills in I.T. and the use of I.T., applied to a holistic business view. Working in a group, the student will examine a given Case Study, take an overall Business view, analyse qualitative & quantitative variables, manipulate data and recommend a course of action with 'justification'. This will be presented as a Group word processed report and as a group verbal presentation.