

Liverpool John Moores University

Title: Academic and Business Skills
Status: Definitive
Code: **4502VLUBW** (128588)
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management
Teaching School/Faculty: Van Lang University

Team	Leader
Jan Brown	Y

Academic Level: FHEQ4 **Credit Value:** 20 **Total Delivered Hours:** 44
Total Learning Hours: 200 **Private Study:** 156

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	11
Seminar	11
Workshop	22

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	Portfolio	Portfolio	90	
Future Focus e-learning task	WSB	complete a 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.

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 qualitative 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:

Portfolio	1	2	3	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.