LIVERPOOL JOHN MOORES UNIVERSITY

Academic and Business Skills

Module Information

2022.01, Approved

Summary Information

Module Code	4502VLUBW
Formal Module Title	Academic and Business Skills
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

Teaching Responsibility

LJMU Schools involved in Delivery
LJMU Partner Taught

Partner Teaching Institution

Institution Name
Van Lang University

Learning Methods

Learning Method Type	Hours
Lecture	11
Seminar	11
Workshop	22

Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-PAR	PAR	September	12 Weeks

Aims and Outcomes

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:

Learning Outcomes

Code	Number	Description
MLO1	1	read effectively and source appropriate resources for academic study
MLO2	2	produce a fully formed academic report
MLO3	3	create and analyse quantitative and qualitative data
MLO4	4	identify and reflect upon the following aspects of personal development strengths and weaknesses, motivations and values, ability to work with others

Module Content

Outline Syllabus	Use of M drive and diary softwareAccessing University resources remotelyIntroduction to Microsoft Word, Excel, PowerPointIntroduction to learning conceptsIntroduction to Personal Development PlanningLocating business information using explore, online databases, online journals, etcIntroductions to the library portalParaphrasing information sources, report writing and referencingSynthesise information sources to produce essays and reportsusing NVivo and spss
Module Overview	
Additional Information	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 it backed end capabilities.To develop a range of academic literacy skills which improvise their organization and presentation of academic conte

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Portfolio	Portfolio	90	0	MLO1, MLO2, MLO3, MLO4
Portfolio	SELF AWARNESS STATEMENT	10	0	MLO4

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Jan Brown	Yes	N/A

Partner Module Team

Contact Name	Applies to all offerings	Offerings

Contact Name	Applies to all offerings	Offerings