

Liverpool John Moores University

Title: STUDY SKILLS FOR BUSINESS
Status: Definitive
Code: **4503SERBS** (118183)
Version Start Date: 01-08-2017

Owning School/Faculty: Academic Portfolio
Teaching School/Faculty: South Eastern Regional College

Team	Leader
Terry Murray	Y

Academic Level: FHEQ4 **Credit Value:** 24 **Total Delivered Hours:** 78
Total Learning Hours: 240 **Private Study:** 162

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26
Workshop	52

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	Pres.	Group Presentation.	15	
Essay	Essay	Document Production (Individual).	25	
Report	Report	Report (Individual).	50	
Reflection	Reflection	Reflection	10	

Aims

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.

Learning Outcomes

After completing the module the student should be able to:

- 1 Use the university file storage system
- 2 Communicate and manage daily activities using email and diary software
- 3 Locate sources of information using a range of techniques
- 4 Develop and deliver a presentation using presentation software
- 5 Demonstrate a range of web skills including locating and presenting information
- 6 Plan their own development (Personal Development Planning)
- 7 Demonstrate appropriate use of business software applications
- 8 Write a well structured and referenced report (using the Harvard Referencing system)
- 9 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:

Presentation	1	4	9
Essay	2	6	
Report	3	5	7 8
Reflection	9		

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 catalogue

Paraphrasing information sources, report writing and referencing

Synthesise information sources to produce essays and reports

Learning Activities

Lectures, workshops and on-line multimedia teaching materials and case study based examples.

Notes

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