

Summary Information

Module Code	4702ORYXHR
Formal Module Title	Academic and Business Skills
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

Module Contacts**Module Leader**

Contact Name	Applies to all offerings	Offerings
Oliver Kayas	Yes	N/A

Module Team Member

Contact Name	Applies to all offerings	Offerings
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Partner Module Team

Contact Name	Applies to all offerings	Offerings
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Teaching Responsibility

LJMU Schools involved in Delivery
Business and Management

Partner Teaching Institution

Institution Name
Oryx Universal College WLL

Learning Methods

Learning Method Type	Hours
Online	33

Module Offering(s)

Offering Code	Location	Start Month	Duration
APR-PAR	PAR	April	12 Weeks
JAN-PAR	PAR	January	12 Weeks
SEP-PAR	PAR	September	12 Weeks

Aims and Outcomes

Aims	To prepare students for academic life at university and to ensure that they can apply academic and digital skills on line. To develop awareness of the internal and external business environments. Explore economic factors influencing business decisions. Develop awareness and skills in finance, budgeting and financial planning with particular respect to HR activities.
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Learning Outcomes

After completing the module the student should be able to:

Code	Description
MLO1	Become familiar and competent with academic skills underpinning degree study.
MLO2	Consolidate digital skills and become competent users of computer programmes to produce essays, emails, posters, presentations.
MLO3	Demonstrate an understanding of the economy and the external business environment.
MLO4	Prepare a business and financial plan through awareness of the business model, internal structures, and external factors.

Module Content

Outline Syllabus

Canvas, MS word for report writing, MS outlook 1 and 2, MS powerpoint, MS excel, and develop skills to compile and understand databases and spreadsheets.

Introduction to on line HRM systems like Oracle and Nexus.

Referencing, academic writing, essay writing and report writing.

Research skills, developing learning portfolios.

Develop an understanding of the external and internal environment and its impact on business development:

Prepare a financial plan that considers HR costs:

Module Overview

This course creates the underpinning skills and knowledge for the degree programme. Designed to bring the students to a level where they can engage with all the future module content, individual and group learning activity that is demanded of them.

Additional Information

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Learning Outcome Mapping
Portfolio	Portfolio	100	0	MLO1, MLO2, MLO3, MLO4