

Liverpool John Moores University

Title: ACADEMIC AND BUSINESS SKILLS
Status: Definitive
Code: **4703SERCBS** (123139)
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management
Teaching School/Faculty: Business and Management

Team	Leader
Adrian McGrath	

Academic Level: FHEQ4 **Credit Value:** 20 **Total Delivered Hours:** 48
Total Learning Hours: 200 **Private Study:** 152

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	4
Seminar	44

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	pres	group presentation	25	
Report	rpt	2500 word report	65	
Future Focus e-learning task	Self aware	complete a world of work skills bronze 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. after completing the module the student should be able to

hand in work properly word processed with suitable referencing, tables of contents, page numbering, page orientation and correct text styles.
manage e-mail communication professionally using upper and lower case at all times, correctly completed subject lines and proper salutations.
present a business orientated topic
have a basic understanding of the business use spreadsheets
analyse data using spss
understand the importance of digital information systems to business

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 quantitative data
- 4 identify and reflect upon the following aspects of personal development strengths and weaknesses, motivations and values, ability to work with others
- 5 self-reflect on their work

Learning Outcomes of Assessments

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

presentation	1	3
report	2	4
Self-awareness statement	5	

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.