

<b>Module code:</b> MOD003325	<b>Version:</b> 3 <b>Date Amended:</b> 06/Jul/2016
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<b>1. Module Title</b>
Business Skills

<b>2a. Module Leader</b>	<b>2b. Department</b>	<b>2c. Faculty</b>
Null	Department of Leadership and Management	Lord Ashcroft International Business School

<b>3a. Level</b>	<b>3b. Module Type</b>
4	Standard (fine graded)

<b>4a. Credits</b>	<b>4b. Study Hours</b>
30	300

<b>5. Restrictions</b>			
<b>Type</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Condition</b>
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Pre-requisites:	None		
Co-requisites:	None		
Exclusions:	None		
<b>Courses to which this module is restricted:</b>			

**LEARNING, TEACHING AND ASSESSMENT INFORMATION**

<b>6a. Module Description</b>
The skills which employers look for in potential employees are precisely those needed to gain academic benefit from a course. By developing those skills students simultaneously improve their success in their university experience and make themselves more employable. Designed to promote the academic development of entering students this entry level module applies basic management concepts to the process of learning. Included are note taking, using numbers, information sources, critical thinking skills, working in groups and the academic tools needed for success in core curriculum courses and for success in navigating the transition into university level stud. Throughout the module an emphasis is placed on writing skills and English grammar with regular formative assignments. There are two assessment instruments in this module, a portfolio of work presented at midterm, a group presentation, and a final project.

<b>6b. Outline Content</b>
<ul style="list-style-type: none"> <li>- Learning Skills and Employment</li> <li>- Managing Your Studies</li> <li>- Critical Reading and Note Taking</li> <li>- Basic Numeracy</li> <li>- Written Assignments and Communication</li> <li>- Using Internet based technologies</li> <li>- Understanding Assessments</li> <li>- Team Working and Leadership</li> <li>- Presenting to Others</li> <li>- Conceptual Skills</li> <li>- Managing Projects</li> <li>- Integrating Your Skills</li> </ul>

6c. Key Texts/Literature
Key Text: Cameron, Sheila, The Business Student's Handbook: Skills for Study and Employment (5th edition), Pearson Education 2009
Additional Reading/Resources: Electronic Resources associated with the textbook, Articles posted on the VLE by the Instructor.
<i>Last Updated:</i>

6d. Specialist Learning Resources
None

7. Learning Outcomes (threshold standards)		
No.	Type	On successful completion of this module the student will be expected to be able to:
1	Knowledge and Understanding	Effectively utilise basic study skills as an integral part of their learning experience.
2	Knowledge and Understanding	Demonstrate adequate writing and communication abilities through use of correct grammar, referencing, spelling, and punctuation and understand and avoid plagiarism.
3	Knowledge and Understanding	Understand and perform basic mathematical concepts and functions; make basic presentations and manage basic projects.
4	Knowledge and Understanding	Demonstrate the ability to work in groups.
5	Intellectual, practical, affective and transferrable skills	Integrate their newly acquired skills with one another and transfer them to areas of their studies and their lives.

8a. Module Occurrence to which this MDF Refers				
Year	Occurrence	Period	Location	Mode of Delivery
2016/7	ZZF	Template For Face To Face Learning Delivery		Face to Face

8b. Learning Activities for the above Module Occurrence			
Learning Activities	Hours	Learning Outcomes	Details of Duration, frequency and other comments
Lectures	24	1-5	3 hours weekly, delivered through lectures and tutorials (24 hours of lectures + 48 hours of tutorials), or equivalent
Other teacher managed learning	48	1-5	3 hours weekly, delivered through lectures and tutorials (24 hours of lectures + 48 hours of tutorials), or equivalent
Student managed learning	228	1-5	228 hours during the study period of tutor led and/or individual focussed study including reading, exercises, case studies and library research.
TOTAL:	300		

9. Assessment for the above Module Occurrence					
Assessment No.	Assessment Method	Learning Outcomes	Weighting (%)	Fine Grade or Pass/Fail	Qualifying Mark (%)
010	Coursework	1,2	0 (%)	Pass/Fail	100 (%)
Details:	SERIES OF FOUR WRITING ASSIGNMENTS - TOTALLING NO MORE THAN 2800 WORDS				
<b>Series of four writing assignments - totalling no more than 2800 words</b>					
011	Practical	3,4	0 (%)	Pass/Fail	100 (%)
Details:	GROUP PRESENTATION - 15 MINUTES				
<b>Group Presentation - 15 minutes</b>					
012	Coursework	1,2,3,5	100 (%)	Fine Grade	30 (%)
Details:	FINAL PROJECT - 1500 WORDS				
<b>Final Project - 1500 words</b>					

**In order to pass this module, students are required to achieve an overall mark of 40%.**

**In addition, students are required to:**

**(a) achieve the qualifying mark for each element of fine graded assessment of as specified above**

**(b) pass any pass/fail elements**