

Liverpool John Moores University

Title: ACADEMIC, PROFESSIONAL & MANAGEMENT
AWARENESS
Status: Definitive
Code: **4003KFBAF** (118502)
Version Start Date: 01-08-2012

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Kaplan Financial Birmingham

Team	Leader
Angela Bowdery	
Brendan Quirke	

Academic Level: FHEQ4 **Credit Value:** 24.00 **Total Delivered Hours:** 65.00
Total Learning Hours: 240 **Private Study:** 175

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	13.000
Tutorial	26.000
Workshop	26.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	2 written reports to be discussed at meetings with personal tutor	40.0	
Reflection	AS2	Self awareness task	10.0	
Essay	AS3	Individual coursework which will consider how a specific issue/problem could be managed	50.0	

Aims

The module aims to develop the student as an effective self motivated learner, by

teaching a range of key skills and by providing opportunity for academic guidance and counselling. The study, personal and generic skills are applied and developed in other Level 4 modules and provide a foundation for study at higher levels and for subsequent careers. The module also aims to introduce the student to the functions of organizational management and the environment within which organizational management operates

Learning Outcomes

After completing the module the student should be able to:

- 1 Demonstrate competence in a range of key skills.
- 2 Manage their own learning and study effectively.
- 3 Make effective use of the various sources of support available within the University.
- 4 Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others.
- 5 Describe and present the key functions of organizational management
- 6 Discuss current issues in contemporary management

Learning Outcomes of Assessments

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

report	1	2	3	
reflection	1	2	3	4
essay	5	6		

Outline Syllabus

*Different aspects of accounting/overview of profession
Understanding plagiarism/academic impropriety and its consequences
Introduction to Harvard referencing
Awareness of WOW
WOW case studies
Skills self awareness
Recording development
Introduction to e-portfolio
Examination and revision skills*

*The functions of management – planning, organizing, leading, controlling
The environment of management – the environment and corporate culture, globalization, managing ethics and social responsibility*

Learning Activities

Lectures, workshops, tutorials and meetings with personal tutor

References

Course Material	Book
Author	Cottrell, S
Publishing Year	2010
Title	Skills for Success
Subtitle	
Edition	2nd
Publisher	Palgrave Macmillan
ISBN	9780230250185

Course Material	Book
Author	Race, P
Publishing Year	2007
Title	How to Get a Good Degree Making the Most of your Time at University
Subtitle	
Edition	2nd
Publisher	Open University Press McGraw Hill Education
ISBN	9780335222650

Course Material	Book
Author	Cottrell, S
Publishing Year	2003
Title	Skills for Success: The Personal Development Planning Handbook
Subtitle	
Edition	3rd
Publisher	Palgrave Macmillan
ISBN	1403911320

Course Material	Book
Author	Daft,R, Kendrick,M, & Vershinina,N
Publishing Year	2010
Title	Management
Subtitle	
Edition	
Publisher	Cengage Learning EMEA
ISBN	9781844808823

Course Material	Book
Author	Naylor, J
Publishing Year	2004
Title	Management

Subtitle	
Edition	2nd
Publisher	Pearson Education
ISBN	0-273-67321-1

Notes

This module provides a firm foundation for further undergraduate studies on the accounting and finance degree programme.

The assessment comprises four pieces of coursework to ensure that students receive ongoing formative feedback

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Specialized skills help you stand out among job applicants, but they aren't the only skills that employers seek. There are many transferable soft skills that are sure to prove valuable in your career. Specialized skills help you stand out amongst job applicants, but they aren't the only skills that employers seek. There are many transferable soft skills that are sure to come in handy throughout your career.