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
- Angela Bowdery
- Brendan Quirke

Leader

Academic Level: FHEQ4
Credit Value: 24.00
Total Delivered Hours: 65.00

Total Learning Hours: 240
Private Study: 175

Grading Basis: 40%

Component | Contact Hours
--- | ---
Lecture | 13.000
Tutorial | 26.000
Workshop | 26.000

Assessment Details

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

<table>
<thead>
<tr>
<th>Course Material</th>
<th>Book</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Author</strong></td>
<td>Cottrell, S</td>
</tr>
<tr>
<td><strong>Publishing Year</strong></td>
<td>2010</td>
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<tr>
<td><strong>Title</strong></td>
<td>Skills for Success</td>
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- **Subtitle**: |
- **Edition**: 2nd |
- **Publisher**: Palgrave Macmillan |
- **ISBN**: 9780230250185 |

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<tr>
<td><strong>Author</strong></td>
<td>Race, P</td>
</tr>
<tr>
<td><strong>Publishing Year</strong></td>
<td>2007</td>
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<td><strong>Title</strong></td>
<td>How to Get a Good Degree Making the Most of your Time at University</td>
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- **Subtitle**: |
- **Edition**: 2nd |
- **Publisher**: Open University Press McGraw Hill Education |
- **ISBN**: 9780335222650 |

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<td><strong>Author</strong></td>
<td>Cottrell, S</td>
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<td><strong>Publishing Year</strong></td>
<td>2003</td>
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<td><strong>Title</strong></td>
<td>Skills for Success: The Personal Development Planning Handbook</td>
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- **Subtitle**: |
- **Edition**: 3rd |
- **Publisher**: Palgrave Macmillan |
- **ISBN**: 1403911320 |

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<tr>
<td><strong>Author</strong></td>
<td>Daft,R, Kendrick,M, &amp; Vershinina,N</td>
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<td><strong>Publishing Year</strong></td>
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- **Subtitle**: |
- **Edition**: |
- **Publisher**: Cengage Learning EMEA |
- **ISBN**: 9781844808823 |

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<td><strong>Author</strong></td>
<td>Naylor, J</td>
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<td><strong>Publishing Year</strong></td>
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<td><strong>Title</strong></td>
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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.
To include skills on a functional resume, create a separate skill section that lists your successes with key skills relevant to the position for which you’re applying. Any professional experience you do have should go below your skills section. Here’s an example of how to list skills on a functional resume:

**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.