

Liverpool John Moores University

Title: ACADEMIC, PROFESSIONAL & MANAGEMENT
AWARENESS
Status: Definitive
Code: **4003KFLAF** (118000)
Version Start Date: 01-08-2013

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

Team	Leader
Alex Watt	Y

Academic Level: FHEQ4 **Credit Value:** 24.00 **Total Delivered Hours:** 78.00
Total Learning Hours: 240 **Private Study:** 162

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26.000
Tutorial	52.000

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	60.0	
Reflection	AS2	Self awareness task	10.0	
Presentation	AS3	Individual coursework which will consider how a specific issue/problem could be managed	30.0	

Aims

The module has been designed to prepare students for academic life at university and to engage the student in the preparation for future employability. This module

will provide the student with opportunities to gain and develop employability skills for future success in the business environment.

Learning Outcomes

After completing the module the student should be able to:

- 1 Write reports or essays on management issues in the required format suitable for the business environment
- 2 Manage e-mail communication correctly and understand its use in the business environment
- 3 Develop a basic cash flow statement for a new business using MS Excel
- 4 Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others.
- 5 Present financial information to an audience using MS PowerPoint
- 6 Demonstrate knowledge and understanding of relational databases particularly regarding their use in Accounting Information Systems

Learning Outcomes of Assessments

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

Report	1	2	3
Reflection	4		
Presentation	5	6	

Outline Syllabus

Managing e-mail communication effectively
Using advanced MS Word for writing reports
Referencing to the Harvard Referencing System
Using the on-line and library based university research tools - specifically the FAME database for accounting information
Presentation skills with the emphasis on presenting numerical data using MS PowerPoint linked to MS Excel
Using Microsoft Excel: basic and intermediate features
Introduction to SQL server and general database construction

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, tutorials

References

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	Naylor, J
Publishing Year	2004
Title	Management
Subtitle	
Edition	2nd
Publisher	Pearson Education
ISBN	0-273-67321-1

Course Material	Book
Author	Schmuller, J
Publishing Year	2013
Title	Statistical Analysis with Excel for Dummies
Subtitle	
Edition	3rd
Publisher	For Dummies
ISBN	1118464311

Course Material	Book
Author	McGrath, M
Publishing Year	2012
Title	SQL in easy steps
Subtitle	
Edition	
Publisher	In Easy Steps
ISBN	1840785438

Course Material	Book
Author	Lowe, D
Publishing Year	2010
Title	PowerPoint 2010 for Dummies
Subtitle	
Edition	
Publisher	John Wiley & Sons
ISBN	0470487658

Course Material	Book
Author	Harvey, G
Publishing Year	2010
Title	Excel 2010 for Dummies
Subtitle	
Edition	
Publisher	John Wiley & Sons
ISBN	0470489596

Course Material	Book
Author	Forsyth, P
Publishing Year	2006
Title	How to Write Reports and Proposals
Subtitle	
Edition	2nd
Publisher	Kogan Page
ISBN	0749456655

Course Material	Book
Author	Blutman, K & Aitken, P
Publishing Year	2010
Title	Excel Formulas and Functions for Dummies
Subtitle	
Edition	2nd
Publisher	Wiley, Hoboken
ISBN	978-0470568163

Course Material	Book
Author	Bowden, J
Publishing Year	2011
Title	Writing a Report
Subtitle	
Edition	9th
Publisher	How To Books Ltd
ISBN	1845284704

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

Notes

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

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

Getting a master's degree contemporarily is almost synonymous to having a bachelor's degree. This is because the drive to acquire more knowledge has increased among humans as the world keeps evolving. Getting a master's degree is no longer as high-priced as in the past. It is now a must-have for most employers. Thus inciting many persons to take on a masters degree. Others want to change careers or industries and enroll in a program to get the educational experience they need to make the change. Given what recruiting experts are after, we've weighed our options. We base our choices on several factors, including graduate job rates, projected job growth, new and experienced employee wages, and professional diversity. the options. How fast you get your bachelor's degree is really up to you (and the college you choose). To help you pick the right schools and programs, we've created a guide to give you the info you need to make the best choice for you. Choose a college with alternative credit options. Take accelerated classes online (6 week or 8 week). Get college credit for your experience. Get up to 1 year of credit with CLEP exams. Don't see an answer to your question? Drop us a line in the comments. How can I study strategically and avoid going off on a tangent? Are you motivated to succeed at university but unsure how to achieve your full potential? This book will help to unlock the secrets to getting a good degree and all the benefits that can come from it. A strong How can I ensure my hard work pays off? How should I integrate new technologies into my study habits? How can I study strategically and avoid going off on a tangent? Are you motivated to succeed at university but unsure how to achieve your full potential? This book will help to unlock the secrets to getting a good degree and

What should you get a masters degree in? Learn how to decide the right path for reaching your dreams. Most people earn their master's degrees in one to three years of continuous full-time study. In the US, two years is a common length for many master's programs. It's not guaranteed to get you a better job or higher salary: Despite the general benefits a master's degree can have regarding jobs and salary potential, getting a master's degree does not automatically mean you'll be nabbing only the best jobs available and getting instant pay raises. A lot of your professional success will depend on not just what type of master's degree you get but also how you use it, what kind of career you build with it, your location, how good you are at your job, and so on. To get good grades, stay organized by keeping a planner with all of your assignments and upcoming tests in it. Make a study schedule for each week so you know exactly how much you should study for your classes. Make sure you take good... That way you know just how much time you can devote to each class and when it makes the most sense to study for each one. Make sure that you abide by the plans that you make. Use your common sense when it comes to allotting time to specific classes. The more time you have, the less you'll stress. If possible, try to get assignments finished at least two or three days before the due date. This is to avoid last-minute emergencies, like "the dog eating your paper," a party invitation, the printer running out of ink, illness, family emergency, etc. A good degree is a passport to a better life. More than anything else, a good degree brings freedom to choose and to change direction. Read full description. See details and exclusions - How to get a good degree: making the most of your time at university by Phil. See all 9 pre-owned listings. Buy it now. Phil Race has spent much of the last 30 years helping students to maximise their potential. Originally a scientist, he progressively developed a keen interest in the processes of teaching, learning and assessment. He is author or co-author of a wide range of books and articles in these areas. Make sure in your first classes that you set your time management expectations: learn how often you need to study, for how long, and on what days. Over the long course of your continued studies, the time management habits you develop early on can either make or break you." George Pomeroy, Graduate Admissions Advisor at Franklin University. 8 Proven Strategies to Get a Master's Degree Successfully. In reality, a host of issues can impede the path toward a Master's degree. But you have ways to overcome those challenges. Here are 8 steps to take to increase your odds for success. And that takes a lot more time and organization. 6. Hire a Freelance Editor. As mentioned earlier, the type of writing will be held to a much higher standard than undergrad work. How can I study strategically and avoid going off on a tangent? Are you motivated to succeed at university but unsure how to achieve your full potential? This book will help to unlock the secrets to getting a good degree and all the benefits that can come from it. A strong How can I ensure my hard work pays off? How should I integrate new technologies into my study habits? How can I study strategically and avoid going off on a tangent? Are you motivated to succeed at university but unsure how to achieve your full potential? This book will help to unlock the secrets to getting a good degree and

A graduate degree may or may not help you get closer to that goal. It will be a waste of time to study English literature. Why not make a mini library (of your favorite authors and literary genres) your lifetime plan? On the other hand, a BA English graduate must not think twice of pursuing an MA English degree. An academic career is one of those (career) options if there's not much luck in authorship. If you have business sense, then you want an MBA (Business) degree in your portfolio. The benefits might be a bit too many to recall long after your completion, but let's focus on the important ones and learn exactly how does getting this degree impact your future. What Can You Learn (And Gain) From Graduate Studies? A Huge Network. Make sure in your first classes that you set your time management expectations: learn how often you need to study, for how long, and on what days. Over the long course of your continued studies, the time management habits you develop early on can either make or break you." George Pomeroy, Graduate Admissions Advisor at Franklin University. And that takes a lot more time and organization. 6. Hire a Freelance Editor. It's going to get hard. Be ready to fight off feelings of frustration. It's a good idea to constantly remind yourself of why you're getting your degree. When you're feeling upbeat, get on your smart phone and set up a series of encouraging text reminders to pop up in the future, when you know your workload will be heavy. Mastery Is in Your Grasp. Making an effort to get to know your tutors can really be the difference between getting a first-class degree and not. There are several ways to arrange to talk to your tutors. Most university lecturers have office hours which they will inform you of at the start of the year. During these hours you can stop by their office and ask for help or clarification if you're struggling with anything. Knowing what your lecturer is looking for from your assignments is one of the most important aspects of producing good work at university. Knowing what your work should look like means that you can approach your assignment with a clear aim of what you're trying to achieve. To do this, read the marking criteria to find out how your work is going to be assessed.

A graduate degree may or may not help you get closer to that goal. It will be a waste of time to study English literature. Why not make a mini library (of your favorite authors and literary genres) your lifetime plan? On the other hand, a BA English graduate must not think twice of pursuing an MA English degree. An academic career is one of those (career) options if there's not much luck in authorship. If you have business sense, then you want an MBA (Business) degree in your portfolio. It okay is If you don't know how to write a dissertation, more important that you want to do it and get PhD. If you wish to reach your academic career goals try to create a strict schedule that you can stick to easily. Try smart and sustainable ways to clear up your calendar. The top tips on how to get a first class degree at university including the best ways to study, best foods to eat and more advice on getting the highest grades. To get a first class degree at university, you will usually need to get 70% or more overall in your assessments and exams. But, at some unis, you may also be given a first if you averaged as a very high 2:1, and you've produced work at uni which scored over 70% – check with your tutor to see if this is the case in your department, and what the specific conditions would be for this to happen. If you're serious about getting the best result possible out of your uni years, buckle up – you're in for a tough (but rewarding!) ride. When exam time comes around, make sure you're eating the right fuel. Health degrees are often a good way to prepare for a more advanced degree in the healthcare field, like physical or occupational therapy. Health degrees are easier than life or physical science degrees. As a health major, you'll learn more about the theory behind the science, rather than focusing on statistics, lab work and analysis. The more entry-level science of a health degree makes this major easier than other pathways into healthcare. Health majors have an average salary of \$60,000 a year. #10: Creative Writing. A creative writing major can be time-consuming (think of all the hours spent with writer's block), but you won't have to worry about spending time in the lab or doing advanced math. Creative writing majors earn an average of \$50,000. #11: Anthropology.