

BUSINESS SKILLS

INTERNATIONAL YEAR ONE BUSINESS (IYOne Business)



SYLLABUS OVERVIEW

Module Code	IDBSK001
Module Name	Business Skills
Programme Name	International Year One Business
Percentage breakdown of Coursework	100%
Percentage breakdown of Exam/Test	N/A
Delivery period	The syllabus will usually be delivered over a single 15 week semester
Recommended minimum teaching hours	5 hours per week (over 15 weeks)
Recommended minimum independent study hours	5 hours per week (over 15 weeks)


AIMS


This module aims to provide students with a range of skills that will prepare them for study of the International Year One programme as well as future undergraduate studies in business and management related programmes in UK universities. The knowledge and skills gained throughout the module will provide students with transferable skills that will also be beneficial in the world of work.


TOPICS OF STUDY

- ⇒ Effective Learning
- ⇒ Planning Techniques
- ⇒ Research Skills
- ⇒ Numerical Analysis
- ⇒ Presentation Skills
- ⇒ Personal Development Planning
- ⇒ Academic and Business Writing and an Introduction to Research Skills
- ⇒ Plagiarism and Harvard Referencing
- ⇒ Teamwork

ASSESSMENT

 <p>Formal Report</p>	What is Assessed?	Topics D-H
	Duration/Word Count	1500 words
	Total Marks	50
	Rubric	⇒ An individual report on a set topic
	Contribution to Overall Grade	50%

 <p>Group Presentation</p>	What is Assessed?	Topics D-J
	Duration/Word Count	Maximum 30 minutes
	Total Marks	40
	Rubric	⇒ A group presentation on a given business problem
	Contribution to Overall Grade	40%

 <p>Reflective Exercise</p>	What is Assessed?	Topic L
	Duration/Word Count	250 words
	Total Marks	10
	Rubric	⇒ A reflective piece on the student's personal development throughout the module
	Contribution to Overall Grade	10%

GENERAL LEARNING OUTCOMES

On successful completion of this module, a student will be able to:

Knowledge and understanding	<ul style="list-style-type: none"> ⇒ Explain theories that pertain to effective learning and apply these to facilitating their own learning ⇒ Explain and demonstrate positive and negative body language ⇒ Describe theories of team-working and relate these to experience
Intellectual skills	<ul style="list-style-type: none"> ⇒ Develop and maintain personal development plans and portfolios ⇒ Employ a range of strategies to plan work and manage time ⇒ Write a range of documents suitable for both academic and professional audiences ⇒ Reference and cite appropriately using an accepted standard referencing scheme ⇒ Employ a number of strategies for examination revision
Practical skills	<ul style="list-style-type: none"> ⇒ Employ a range of research skills to devise and implement a research plan ⇒ Present and interpret common forms of numerical data ⇒ Reflect on their progress and document this reflection
Transferable skills	<ul style="list-style-type: none"> ⇒ Work in a team