

AMITY GLOBAL BUSINESS SCHOOL

Module Syllabus

Course	Diploma in Business Management
Module Title	Learning and Skills Development in Management
Module Syllabus no. (if any)	
Year offered	2012
Start date	Feb 2012 / Sep 2012
End date	Feb 2013/ Sep 2013
Syllabus / Content / Learning Outcomes	<p>On successful completion of this module the student will be expected to be able to display the understanding of:</p> <ul style="list-style-type: none"> ✓ Learning theories with emphasis on learning styles and approaches to study ✓ The responsibilities of the learner ✓ Time management ✓ Learning and working in groups ✓ Presentational techniques with use of appropriate technology ✓ Business communication, e.g. report writing with use of appropriate technology ✓ Interpersonal communication with use of appropriate technology ✓ Obtaining and managing data with the use of appropriate technology ✓ Problem solving, creativity and the use of case studies ✓ Handling the assessment process ✓ Reflecting on learning experiences ✓ Planning personal skill and development
No of teaching hours	24 Hours
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion.
Assessment Methods and Weightages	4000 Word Assignment (100%)
Skills for maximising learning outcomes	Reading and research
Dates of examinations, major assessments and assignments	May, 2012 / Dec, 2012 / May, 2013
Recommended text	Cameron S. (2009) Business Student's Handbook: Learning Skills for Study and Employment. 5 th Edition FT/Prentice Hall
Additional reference texts (if any)	
Additional Remarks (if any)	

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Lesson No.	Learning Outcome
1	Learning theories with emphasis on learning styles and approaches to study
2	The responsibilities of the learner Time management
3	Learning and working in groups
4	Presentational techniques with use of appropriate technology Business communication, e.g. report writing with use of appropriate technology
5	Interpersonal communication with use of appropriate technology Obtaining and managing data with the use of appropriate technology
6	Problem solving, creativity and the use of case studies
7	Handling the assessment process
8	Reflecting on learning experiences Planning personal skill and development