

## COURSE SPECIFICATION DOCUMENT

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| <b>Academic School / Department:</b> | Business and Economics  |
| <b>Programme:</b>                    | <b>BA (Hons) Business Management</b><br><b>BA (Hons) Marketing</b><br><b>BA (Hons) Fashion Management and Marketing</b> |
| <b>FHEQ Level:</b>                   | 5   |
| <b>Course Title:</b>                 | Professional Skills   |
| <b>Course Code:</b>                  | MGT 5225  |
| <b>Course Leader:</b>                | Sabine Spangenberg  |
| <b>Student Engagement Hours:</b>     | <b>120 (standard 3- credit BA course)</b>   |
| Lectures:                            |   |
| Seminar / Tutorials:                 | 45  |
| Independent / Guided Learning:       | 75  |
| <b>Semester:</b>                     | <b>Fall, Spring</b>   |
| <b>Credits:</b>                      | <b>12 UK CATS credits</b><br>6 ECTS credits<br>3 US credits   |

### **Course Description:**

This course is designed to provide students with professional skills. These skills will be useful for success on the degree programme and in subsequent professional career. Business skills will be developed through practical case study work and various approaches of teaching. The course is designed to be practical and interactive and makes continuous use of formative assessments and exercises.

### **Prerequisites:**

MGT 3200

### **Aims and Objectives:**

This course aims to equip students with the skills that are required for a successful business career. Some of these skills are reflective thinking, critical thinking, negotiating skills, presentation skills, team working and awareness of the current business environment. This course is designed to enhance students' employability.

## **Programme Outcomes:**

B3

C1, C2

D1, D5

A detailed list of the programme outcomes are found in the Programme Specification.

This is located at the archive maintained by the Academic Registry and found at:

<http://www.richmond.ac.uk/admitted-students/programme-and-course-specifications/>

## **Learning Outcomes:**

By the end of this course, successful students should be able to:

- Demonstrate presentation skills and knowledge of how to use visual aids effectively
- Demonstrate critical reflective skills through the composition of a reflective journal
- Demonstrate the skills to use social media
- Demonstrate networking skills
- Demonstrate negotiation skills
- Demonstrate persuasive writing and oral communication skills
- Demonstrate team working and inter-personal awareness skills
- Demonstrate the skill to write a business report

## **Indicative Content:**

- Business Ethics
- Critical Reflection
- IT Skills
- Presentation and Selling Skills
- Personal Skills
- Writing and Communication in Business (Report Writing)
- Persuasion
- Negotiation
- Networking
- Team Work and Project Management
- Leadership and Management

## **Assessment:**

This course uses atypical assessment approved at Academic Board on 24/02/2017.

## **Teaching Methodology:**

This course will be delivered on a tutorial group basis. The sessions will consist of presentations, practical exercises and case studies.

**Bibliography:**

Cope, M. (2002) Personal Networking: How to Make your Connections Count, London: Prentice Hall.

Gallagher, Kevin (2016) Essential Study and Employment Skills for Business and Management Students, 3rd edition, Oxford: Oxford University Press.

Horn, Roy (2009) The Business Skills Handbook. Chartered Institute of Personnel and Development.

Hunsaker, P. (2005) Management, a Skills Approach, London: Pearson.

Lee Davies, L. (2007) Developing Work & Study Skills, London: Thomson.

Parker, Chris with Brian Stone. (2003) Developing Management Skills for Leadership, London: Pearson.

Rees, W,D & Porter, C. (2008) Skills of Management, London: Cengage.

**Journals**

Harvard Business Review

INSEAD Case Studies

Management Today

See syllabus for complete reading list

**Web Sites**

[Click here to enter text.](#)

**Change Log for this CSD:**

| Nature of Change | Date Approved & Approval Body (School or AB) | Change Actioned by Academic Registry |
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