

Subject description form

[Education](#), [Learning](#)



Subject Description Form | Subject Code | MM2053 | | Subject Title | Business Skills Development | | Credit Value | 3 | | Level | 2 | | Pre-requisite/ Co-requisite/ | Exclusion: MM2052 Personal Skills Development | | Exclusion | | |

Role and Purposes | This subject contributes to the achievement of the BBA Outcomes by developing students' verbal communication skills in | | | English (Outcome 1). It identifies and invokes mechanisms for the stimulation of creative thinking in the business | | | setting (Outcome 4). It also enables students to carry out and act upon self-appraisal and reflective thinking in a | | | variety of areas such as creativity, teamwork and learning to learn (Outcome 8). In addition, it helps students | | | conceptualize and act upon the group and individual dynamics that exist within organizations (Outcome 11). | | Subject Learning Outcomes | Upon completion of the subject, students will be able to: | | | Invoke methods for the stimulation of creative thinking (Outcome 4); | | |(re)-appraise their own approach to learning, and to propose actions for improvement, where necessary (Outcome 8); | | | appraise themselves in respect of oral presentations, teamwork, creative problem-solving and self-appraisal (Outcomes 1 & | | | 11); | | | make more effective verbal presentations in English. | | Subject Synopsis / Indicative |

Aims and Objectives (including Hong Kong employers' expectations of business graduates). Student competencies identified | | Syllabus | by the Faculty of Business. Working in teams. Creativity. Problem solving and critical thinking. Work relations. | | | Goal setting. Continuous life-long learning. Meeting skills. Influencing others. Verbal communications. Oral | | | presentations. | | | The purpose of this subject is to develop students' soft skills in business settings with particular emphasis on those | | | that are not

naturally well developed in the more conventional course modules. The relative weighting given to the different skills to be developed may vary as the content and teaching approaches are evaluated, and as the needs of Hong Kong employers are better articulated. Teaching/Learning

Methodology | This subject will adopt an experiential learning approach, including learning activities, group discussion, debate, and oral presentation, through sessions held in weekly workshops. Assessment

Methods in Alignment with Intended Learning Outcomes | Specific

assessment methods/tasks | % weighting | Intended subject learning outcomes to be assessed (Please tick as appropriate) a. b. c. d.

Continuous Assessment	100%																			
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Class Participation and Punctuality	15%																			
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Group Assignment	25%																			
English Presentation hosted by ELC	25%																			

Peer Appraisal	10%																			
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Total	100 %																			
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*Weighting of assessment methods/tasks in continuous assessment may be different, subject to each subject lecturer.

To pass this subject, students are required to obtain Grade D or above in the Continuous Assessment components. Explanation of the

appropriateness of the assessment methods in assessing the intended learning outcomes: the various methods are designed to ensure that all students taking this subject — Consider the important business related skills/issues covered in the workshops and learning events/activities; Actively participate in the discussion of the issues and appreciate various perspectives;

Acknowledge that different skills may be adopted flexibly

to deal with interpersonal / intrapersonal matters in business; | | | Practise teamwork and participate in presenting the group's views on the question to be presented; | | | Experience intragroup peer evaluation ratings used for performance appraisal. | | | Feedback is given to students immediately following the class activities and all students are invited to join the | | | discussions. | | Student Study Effort Expected | Class contact: | | | Workshop activities | 42 Hrs. | | | Other student study effort: | | | Preparation for workshops/activities | 28 Hrs. | | | Preparation for assignments | 42 Hrs. | | | Total student study effort | 112 Hrs. | | Reading List and References | Reference reading | | | | | Robbins, S. P. and Hunsaker, P. L., Training in Interpersonal Skills: Tips for Managing People at Work, 4th ed., Prentice | | | Hall, 2006. | | | | | Pedler, M., Burgoyne, J. and Boydell, T., A Manager's Guide to Self-Development, 5th ed., McGraw-hill, 2007. |