UNIVERSITY OF EXETER

MODULE TITLE	Business Skills	CREDIT VALUE	15
MODULE CODE	CSMM183	MODULE CONVENER	Prof Kip Jeffrey (Coordinator)

DURATION: TERM	1	2	3
DURATION: WEEKS	0	12	0

Number of Students Taking Module (anticipated)	10

DESCRIPTION - summary of the module content

The Business Skills module will allow you to develop a set of business skills covering business re-engineering, and project management (LEAN, Six sigma, and PRINCE 2), You will then use these and other selected techniques for process improvement, waste reduction and project management to help develop the framework for the planning and execution of the 12 month industry-based business improvement project undertaken in CSMM184.
The module will also examine the equally essential roles of innovation, agility, creativity and entrepreneurship within your work context for developing business solutions in a dynamic mining industry environment.

AIMS - intentions of the module

The module introduces a range of business and project management skills that you can use with your technical mining knowledge, and workplace experience to plan a focused business improvement research project. The module will cover critical analysis, project formulation, hypothesis testing, planning tools, to help you prepare to execute and deliver a project within time and organizational constraints. Specific coverage of project management, business and process re-engineering and waste minimisation methodologies will be incorporated.
Different mining companies articulate the skills, attitudes and behaviours that they believe add value and give a competitive advantage. These will be explored and the complementary skills of, for example, innovation, agility, creativity and entrepreneurship will also be considered. Other essential workplace skills such as communication, judgement, flexibility, persuasion, negotiation, leadership and problem solving will be highlighted.

INTENDED LEARNING OUTCOMES (ILOs) (see assessment section below for how ILOs will be assessed)

On successful completion of this module *you should be able to*:

Module Specific Skills and Knowledge
1. Describe and use a range of project management, business and process re-engineering, and waste minimisation methodologies.

2. Critically review literature and contextualize the business problem.

3. Prepare a detailed project plan in conjunction with academic and business supervisors.

4. Articulate the role of corporate values and behaviors in business improvement initiatives.

Discipline Specific Skills and Knowledge
5. Identify and formulate an effective project plan addressing a well-defined business relevant research problem.

6. Make informed mining project judgments from critical evaluation of available data.

7. Understand synthesis of information and create responses based on advanced knowledge.

Personal and Key Transferable / Employment Skills and Knowledge
8. Utilize a full range of computer-based learning resources as an autonomous learner.

9. Demonstrate key workplace and people skills including communication, leadership and problem-solving.

SYLLABUS PLAN - summary of the structure and academic content of the module

The module will be delivered over a period of 12 weeks using online lectures, PowerPoint presentations, documents and reference material in pdf format, mp3 podcasts, videos, e-tivities, discussion boards; and through face to face teaching and group work as part of a residential course. The residential will be in February to assist development of the students Business Improvement Project Plan. Some aspects of the module will also be revisited in the CSMM184 module residential in November.
The business skills module will explore three industry specific methodologies for business improvement and project planning - LEAN, Six sigma, and PRINCE 2. These will be supplemented by an exploration of how other business critical skills such as communication, judgement, flexibility, persuasion, negotiation, leadership and problem solving all play a key role in effective business performance. These will all be tools you can use in planning and execution of the Business impact Project.
At the end of the module you will prepare a full project plan for your Project - the terms of reference, aims and objectives must be agreed between the academic and company supervisor. Project plans must be submitted and approved prior to major research activities in CSMM184 being initiated.

LEARNING AND TEACHING

LEARNING ACTIVITIES AND TEACHING METHODS (given in hours of study time)

Scheduled Learning & Teaching Activities	80.00	Guided Independent Study	70.00	Placement / Study Abroad	0.00

DETAILS OF LEARNING ACTIVITIES AND TEACHING METHODS

Category	Hours of study time	Description
Scheduled Learning & Teaching activities	50	Online and residential formal lectures delivering syllabus
Scheduled Learning & Teaching activities	20	Residential seminars with staff member(s)
Scheduled Learning & Teaching activities	10	Telephone, skype, and in-person meetings with supervisor to discuss project
Guided independent study	70	Independent study; including directed learning on specific topics and completion of assessments

ASSESSMENT

FORMATIVE ASSESSMENT - for feedback and development purposes; does not count towards module grade

Form of Assessment	Size of Assessment (e.g. duration/length)	ILOs Assessed	Feedback Method
Online e-tivities	6 hours (several short e-itivities)	1-9	Written
Discussion boards	Variable	1-9	Written (on discussion board)

SUMMATIVE ASSESSMENT (% of credit)

Coursework	100	Written Exams	0	Practical Exams	0

DETAILS OF SUMMATIVE ASSESSMENT

Form of Assessment	% of Credit	Size of Assessment (e.g. duration/length)	ILOs Assessed	Feedback Method
Report	40	5 sides A4	1-9	Written
Project Plan	60	6-8 sides of A4 plus figures in a short report equivalent to 5,000 words	3-9	Written feedback sheet with comments

DETAILS OF RE-ASSESSMENT (where required by referral or deferral)

Original Form of Assessment	Form of Re-assessment	ILOs Re-assessed	Time Scale for Re-assessment
Report	Report	1-9	Within three weeks of work returned
Project Plan	Project Plan	3-9	Within three weeks of work returned

RE-ASSESSMENT NOTES

All referral marks are capped at 50%.

RESOURCES

INDICATIVE LEARNING RESOURCES - The following list is offered as an indication of the type & level of information that you are expected to consult. Further guidance will be provided by the Module Convener

Basic reading:
ELE: http://vle.exeter.ac.uk/
Online lectures, PowerPoint presentations, documents and reference material in pdf format, mp3 podcasts, videos, e-tivities, discussion boards; and links to the University of Exeter electronic library and its comprehensive resources.

Web based and Electronic Resources:
Module is largely delivered by a dedicated ELE website that also involves links to external corporate, professional, educational websites and YouTube.

Other Resources:
The site will have additional literature resources from external professional bodies, technical guides and manuals and use of company annual reports.

Reading list for this module:
There are currently no reading list entries found for this module.

CREDIT VALUE	15	ECTS VALUE	7.5

PRE-REQUISITE MODULES	CSMM177, CSMM178, CSMM179, CSMM180, CSMM181, CSMM182
CO-REQUISITE MODULES	

NQF LEVEL (FHEQ)	7	AVAILABLE AS DISTANCE LEARNING	No
ORIGIN DATE	Thursday 06 July 2017	LAST REVISION DATE	Thursday 16 December 2021

KEY WORDS SEARCH	Mining Professional, Business Impact Project, Masters project, Project Planning, Business skills.