

# **BUS100 Business Skills and Management**

**Level:** 1

**Credit Units:** 5 Credit Units

**Language:** ENGLISH

**Presentation Pattern:** EVERY SEMESTER

## **Synopsis:**

BUS100 aims to provide students with key business skills, and problem discovery and solving abilities using various techniques, such as spreadsheet-driven analysis. Industry-derived case studies and a business management simulation game will be deployed to provide students with experiential learning. Through an interactive, experiential learning platform, students would learn about the various functions of a business entity ranging from leadership, finance and accounting, analytics, operations, human resource management, marketing and business intelligence. The course helps students to learn about these various functions of a typical business and their interrelationships, as well as the complexities of managing a business. In addition, leadership and management concepts (such as planning, controlling, and decision-making) as well as the Business Excellence framework will be discussed. This course equips students with the necessary life skills to deal with the challenges of an ever-changing work environment. As the course remains primarily skills-oriented, it continues to comprise of only in-course assessments (i.e. OCAS).

## **Topics:**

- Introduction to Business Studies
- Business Excellence Framework
- Leadership and Planning
- Modeling and Problem Solving in Business
- Creating Value for Customers
- Data Analysis for Decision Making
- Managing Operations
- Financial Analysis using Spreadsheet
- Managing People
- Analysing and Planning Human Resource
- Evaluating Performance Results
- Managing Risk and Uncertainties

## **Textbooks:**

Lim and Lim (2014): *The Leader, The Teacher and You: Leadership Through the Third Generation* (ISBN:9781783263974) Imperial College Press. World Scientific  
ISBN-13: 9781783263776-AA

Lim and Lim (2014): *The Leader, The Teacher and You: Leadership Through the Third Generation* (ISBN:9781783263974) Imperial College Press. World Scientific  
ISBN-13: 9781783263776

Leong and Cheong: *Business Modeling with Spreadsheets: Problems, Principles and Practice* (ISBN:9781308491165) - e-book integrated into Canvas Third edition McGraw-Hill  
ISBN-13: 1308491165-AA

**Learning Outcome:**

- Define types of business functions, business problems and managerial decision-making processes
- Explain the concepts of the business excellence framework
- Apply analysis principles and spreadsheet techniques to analyse business issues
- Identify modeling strategies to deal with the changing business environment
- Show how adaptive organisations respond to changes
- Develop strategies that help manage risks and uncertainties
- Construct models with realistic assumptions to improve decision-making
- Analyse business models in terms of key performance indicators
- Use insights and make recommendations to improve business.

<b>Continuous Assessment Component</b>	<b>Weightage (%)</b>
PRE-CLASS QUIZ	6
PARTICIPATION	20
PRE-CLASS QUIZ	7
CLASS TEST	30
TUTOR-MARKED ASSIGNMENT	30
PRE-CLASS QUIZ	7
<b>Sub-Total</b>	<b>100</b>

<b>Examinable Component</b>	<b>Weightage (%)</b>
<b>Sub-Total</b>	

**Weightage Total** **100**