

# **BUS100 Business Skills and Management**

**Level:** 1

**Credit Units:** 5 Credit Units

**Language:** ENGLISH

**Presentation Pattern:** EVERY REGULAR 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, accounting, analytics, operations, human resource management, marketing, e-commerce 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) 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 continuous assessments (i.e., OCAS).

## **Topics:**

- Introduction to Business Studies
- Introduction to Business Modeling
- Capacity Planning
- Modeling and Problem Solving in Business
- Creating Value for Customers
- Managing and Analysing the data
- Operational Planning
- Financial Analysis using Spreadsheet
- Managing People
- Analysing and Planning Human Resource
- Evaluating Performance Results
- Managing Risk and Uncertainties

## **Textbooks:**

Leong and Cheong: Business Modeling with Spreadsheets: Problems, Principles and Practice (3rd Edition) 3 McGraw-Hill  
ISBN-13: 9781308491165

**Learning Outcome:**

- Define types of business functions, business problems and managerial decision-making processes
- Describe key performance indicators in business
- Summarize insights and make recommendations
- Apply analysis principles and spreadsheet techniques to analyse business issues
- Identify modeling strategies to deal with the changing business environment
- Analyse data for better planning

**Assessment Strategies - Regular Semester (Evening Class):**

<b>Components</b>	<b>Description</b>	<b>Weightage Allocation (%)</b>
Overall Continuous Assessment	PARTICIPATION 1	20
	CLASS TEST 1	40
	TUTOR-MARKED ASSIGNMENT 1	40
<b>Total</b>		<b>100</b>

\*The information listed is subject to review and change.