



In academic
affiliation with



GULF COLLEGE – MUSCAT – SULTANATE OF OMAN

UNDERGRADUATE BUSINESS PROGRAMME

ACADEMIC YEAR: 2016-2017

First Semester

ASSIGNMENT

Module Title: Business Skills 2	
Module Code: BLB10115 – 4	
Method of Assessment : Job application documents	
Weighting: 50%	Module Credits: 15
Level: 4	Semester/Teaching block: 2
Morning/Evening Sessions: Both	Examiner: Mrs Mradula
Additional Information (if any):	

Module Title: Business Skills 2

Module Code: BLB10115 - 4

Module Leader: Mrs Mradula

Job Application Documents

Weighting: 50%

Submission Time and Date: January 1st to 3rd 2017

You should hand in **one** copy of your assignment by the time and date mentioned above to the appropriate 'hand-in location' at Gulf College. Fill in the front cover (staple together with your assignment). **MAKE SURE** that you fill in all the relevant details on this form. An acknowledgement will be given to you upon receiving your assignment. This is your receipt, **keep it**. You can submit work by post, but you must send it recorded delivery. It must be postmarked two days before the deadline date and a copy must be kept by you in case it is lost in the post. Faxed assignments will **not** be accepted.

Assignments **must** be submitted by the due date. The only circumstance in which assignments can be submitted late is if an extenuating circumstances form is submitted at the same time. In these circumstances work may be submitted up to 5 days late only. If the extenuating circumstances are upheld, the assignment will be graded; otherwise a 0 will be awarded.

This assignment will assess learning outcome:

LO1 DEMONSTRATE COMPETENCE IN THE USE OF WRITTEN AND ORAL COMMUNICATION SKILLS USING A RANGE OF TECHNIQUES AND TECHNOLOGY

Business Skills 2 (BLB10115-4)
Job Application Documents
2016-2017

Omani Integrated Logistic Services SAOC, the leading logistics service provider in the Sultanate of Oman, offers a wide range of services in project cargo, freight forwarding, road freight, customs clearance and warehousing domain. We specialise in integrated supply chain solution to various industry clients with greater efficacy. Our services extend to the Sultanate and to the rest of the world. Thus, wider opportunities are awaiting brilliant employees with high entrepreneurial spirits.

Our company is looking for talented, dynamic and young workers who will complete a roster of the multi-cultural workforce. If you are the proactive employee who is looking for challenge in the workplace, then join us NOW!

We are currently in need of:

- Project Manager
- Sales and marketing assistant
- Finance Manager
- Internal auditor
- Security Head

General Requirements:

- University degree in business or related fields
- Fluency in English is mandatory
- Microsoft Office, Computer Skills

Be part of the team! Send your applications now!

Interested applicants may send their CV with cover letter to:

Mr. Ahmed Hamood Al Balushi
Human Resource Manager
Omani Integrated Logistic Services SAOC
P.O. Box 869, PC 115
Muscat, Sultanate of Oman

Task 1

Assess yourself and prepare a personal **SWOT** of your skills and qualifications for one of the vacant positions. Furthermore, explain why you qualify for the post.

(10 marks)

Task 2

Prepare a cover letter and enclose your professional CV.

**Letter
Curriculum Vitae**

(15 Marks)

(25 Marks)

Plagiarism Warning

Summary

- Plagiarism occurs if you use somebody else's work in an assignment or exam answer, but fail to state where you got the material from. You need to be also very careful about the amount of words you are using from somebody else's work.
- It can happen in any type of assessment where you are given the questions or tasks in advance.
- If another student uses your work in his/her answer(s), both you and he/she will be punished when caught.
- Punishments for committing plagiarism can be very severe.

The details

Plagiarism is a form of cheating in which students use the work of others and present it as their own. Staffordshire University publishes a fully detailed description of what the term 'plagiarism' means on the University's main web-site under the heading '*Procedures for dealing with suspected cases of academic dishonesty*'. We strongly recommend that you go and read the full document at the above address. Meanwhile, here is an extract of some of the relevant content. You will have committed plagiarism and may be caught, reported and punished (as described below) if you:

- Copy extensively from the work of others (from sources such as books, magazines, journals, web-sites for example) and submit the work as your own. NB It is acceptable to refer to the work of others as long as you do not use too much, and reference your sources properly. If you do not know how to do this, please follow the guidelines given in the document entitled '*Adding quotations and references to your written work*' at this web-site address:
<http://www.staffs.ac.uk/schools/business/bsadmin/staff/s3/jamr.htm>
- Copy another students' work and submit it for assessment under your own name.
- Allow another student to copy *your* work and they then submit it for assessment under *their* name

This last item is of particular importance; few students seem to understand what it means. If, for example, you allow another student to borrow your work and they subsequently copy some of that work and present it as their own, you and they will *both* be punished even though someone else copied your work.

The risks of working with other students

Some assessment tasks are explicitly designed for group work, and it will be made clear that a group answer is expected from you. All other tasks are intended as an assessment of your *individual* comprehension and performance, and group answers are not permitted. In individually assessed forms of assessment your work must be different from that of every other student. Plagiarism can occur in assignments and any examination where the questions are issued to students in advance. In both cases it is possible for you to ask other people about how best to answer the questions or complete the necessary tasks.

You should be aware that *different modules* and subjects may have *different* requirements. In some subjects, answers to questions may, for example, require every student on a module to employ or refer to the same diagram(s), concepts and the like in order to construct an acceptable answer. You should note, however, that even in these circumstances your explanations of what the diagrams mean, and any other writing referring to any common diagrams and concepts should all be ***in your own words***. Moreover, the situation may be very different on other modules, where the submission of work that has a very similar structure, or the use of very similar materials such as concepts, diagrams, quotations and the like, to that of another student, may lead to you being accused of plagiarism.

The picture is complicated and, unfortunately, it is not possible to give advice that is directly relevant to every module you study. If you are unsure about how to avoid plagiarism in any specific module, then rather than hoping and guessing, you should ask for guidance from the member of staff who delivers that module.

Our overall advice is straightforward; by all means discuss how best to answer questions or complete tasks with your colleagues, but when it comes to actually writing your answers - **DO IT ALONE!**

What happens if you are caught?

Examination Boards may punish offending students in any manner that they deem fit. Typical punishments Boards may choose range from reducing grades, making students re-sit modules, through to failing students on a module or an entire award. The University regards this form of cheating as a serious offence. Full details of the range of likely punishments can be found on the University's web-site under the heading '*Procedures for dealing with suspected cases of academic dishonesty*'.

Please consider yourself warned!

Marking Scheme
(2016-2017- First Semester)

Module Title : Business skills 2
Module Code : BLB10115-4
Level 4 Block 2

Student ID NO. _____

Question	Description	Max. Marks	Marks Awarded		Agreed
			1 st Marker	2 nd Marker	
Task 1					
Personal	Structure	2			
SWOT analysis	Analysis of Strengths, weaknesses opportunities and threats	6			
	Reasons for choosing the particular field	2			
Task 2	Structure	5			
Job Application	Contents	6			
	Sound English	4			
Curriculum Vitae	Structure	10			
	Contents	10			
	English Grammar (Spelling, punctuations etc.)	5			
	Total Marks	50			
	Marks in %				