

## Liverpool John Moores University

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Title: LEARNING, SKILLS AND IT OPERATIONS FOR BUSINESS AND HR  
Status: Definitive  
Code: **4002BUSHR** (117308)  
Version Start Date: 01-08-2017

Owning School/Faculty: Academic Portfolio  
Teaching School/Faculty: Academic Portfolio

Team	Leader
Gregory Sheen	Y

**Academic Level:** FHEQ4      **Credit Value:** 24      **Total Delivered Hours:** 78  
**Total Learning Hours:** 240      **Private Study:** 162

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Workshop	78

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	Pres		30	
Portfolio	Port		20	
Report	Rep		50	

### Aims

*To introduce the students to the basic skills required to be able to use the university systems and ensure that they are able to communicate and collaborate using the systems and technologies available to them.*

*To develop basic IT business skills that enhance and improve their wider management and business skills with a particular emphasis on the effective use of*

*Microsoft Office and its backed end capabilities.*

*To develop a range of academic literacy skills which improve their organization and presentation of academic content.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Apply software and information systems, including web based skills to deliver a presentation
- 2 Access, locate, manage and use information using appropriate software
- 3 Identify solutions using business software to HR based business issues
- 4 Utilise personal development planning using a range of methodologies

## **Learning Outcomes of Assessments**

The assessment item list is assessed via the learning outcomes listed:

Presentation - use of software	1	
Portfolio information mgt	2	
Bus plan report and PDP	3	4

## **Outline Syllabus**

*Use of M drive and diary software*

*Accessing University resources remotely*

*Introduction to Microsoft Word, Excel, PowerPoint.*

*Setting the technology in a HR context*

*Introduction to learning concepts*

*Introduction to Personal Development Planning*

*Locating business information using explore, online databases, online journals, etc*

*Introductions to the library catalogue*

*Paraphrasing information sources, report writing and referencing*

*Using the information sources to inform HR and business decision making*

*Synthesise information sources to produce essays and reports*

## **Learning Activities**

Lectures, workshops and on line multimedia teaching materials and case study based examples

## **Notes**

IT and learning skills development module

