

Liverpool John Moores University

Title: PERSONAL AND PROFESSIONAL DEVELOPMENT
Status: Definitive
Code: **5000HCOM** (118822)
Version Start Date: 01-08-2011

Owning School/Faculty: Computing and Mathematical Sciences
Teaching School/Faculty: HELP College

Team	Leader
Janet Lunn	Y

Academic Level: FHEQ5
Credit Value: 24.00
Total Delivered Hours: 74.00
Total Learning Hours: 240
Private Study: 166

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	48.000
Tutorial	24.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	CV and covering letter	25.0	
Presentation	AS2	Presentation	25.0	
Exam	AS3	Examination	50.0	2.00

Aims

To develop employability skills.
To analyse the legal and ethical issues associated with IT.
To analyse the structural and operational aspects of businesses.
To analyse the role of professional bodies in IT.

Learning Outcomes

After completing the module the student should be able to:

- 1 Reflect, analyse and review their career management, personal development, and employability.
- 2 Reflect, analyse and review a variety of selection methods used by employers and develop a strategy to address these.
- 3 Evaluate and apply relevant legislation and ethical theories to IT activities.
- 4 Analyse and contrast different structural and operational aspects of businesses.
- 5 Analyse and evaluate the role of professional bodies in IT.

Learning Outcomes of Assessments

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

CV & letter	1		
Presentation	2		
Examination	3	4	5

Outline Syllabus

*Personal development planning,
Employability skills,
Current trends in employment and Recruitment,
Effective job applications,
DPA 1998,
CMA 1990,
Freedom of Information Act 2000,
Regulation of Investigatory Powers Act 2000,
DDA 1995,
Consumer Protection (Distance Selling Regulations (2000),
IT Ethics,
Organisation of companies,
Main business functions,
IT professional bodies,
IT job roles.*

Learning Activities

Lectures, tutorials and coursework assignments.

References

Course Material	Book
Author	Bott, F.

Publishing Year	2005
Title	Professional Issues in Information Technology
Subtitle	
Edition	
Publisher	British Computer Society
ISBN	1-902505-65-4

Course Material	Book
Author	Fell, J.
Publishing Year	2007
Title	IT Law: An ISEB Foundation
Subtitle	
Edition	
Publisher	British Computer Society
ISBN	1-902505-55-8

Course Material	Book
Author	Bright, J. and Earl. J.
Publishing Year	2007
Title	Brilliant CV: What employers want to see and how to say it
Subtitle	
Edition	
Publisher	Pearson
ISBN	9780273714866

Course Material	Book
Author	Cottrell, S.
Publishing Year	2003
Title	Skills for Success: The Personal Development Planning Handbook
Subtitle	
Edition	
Publisher	Palgrave
ISBN	978-1403911322

Course Material	Book
Author	Eggert, M.
Publishing Year	2007
Title	The Perfect Interview
Subtitle	
Edition	
Publisher	New Arrow Business Books
ISBN	978-0712670197

Course Material	Book
Author	Eggert, M.
Publishing Year	2007

Title	The Perfect CV
Subtitle	
Edition	
Publisher	New Arrow Business Books
ISBN	978-0712670197

Course Material	Website
Author	
Publishing Year	
Title	http://www.prospects.ac.uk/
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Website
Author	
Publishing Year	
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Website
Author	
Publishing Year	
Title	http://targetjobs.co.uk/graduate-jobs/default.aspx
Subtitle	
Edition	
Publisher	
ISBN	

Notes

The module familiarises students with the employment market and the expectations of employers, and develops their employability skills, as well providing an introduction to the legal, ethical, business, and professional issues associated with IT.