

## Liverpool John Moores University

Title: PERSONAL AND PROFESSIONAL DEVELOPMENT  
Status: Definitive  
Code: **5001KCOM** (116588)  
Version Start Date: 01-08-2011

Owning School/Faculty: Computing and Mathematical Sciences  
Teaching School/Faculty: Kaplan Financial Singapore

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,  
Appropriate legislation relating to professional issues,  
IT Ethics,  
Organisation of companies,  
Main business functions,  
IT professional bodies,  
IT job roles.*

### **Learning Activities**

Lectures, tutorials and coursework assignments.

### **References**

<b>Course Material</b>	Book
<b>Author</b>	Bott, F.
<b>Publishing Year</b>	2005
<b>Title</b>	Professional Issues in Information Technology
<b>Subtitle</b>	
<b>Edition</b>	

<b>Publisher</b>	British Computer Society
<b>ISBN</b>	1-902505-65-4

<b>Course Material</b>	Website
<b>Author</b>	
<b>Publishing Year</b>	
<b>Title</b>	<a href="http://targetjobs.co.uk/graduate-jobs/default.aspx">http://targetjobs.co.uk/graduate-jobs/default.aspx</a>
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	
<b>ISBN</b>	

<b>Course Material</b>	Website
<b>Author</b>	
<b>Publishing Year</b>	
<b>Title</b>	<a href="http://www.prospects.ac.uk/">http://www.prospects.ac.uk/</a>
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	
<b>ISBN</b>	

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

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

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

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

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

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## 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.