

Liverpool John Moores University

Title: PERSONAL AND PROFESSIONAL DEVELOPMENT
Status: Definitive
Code: **5038COMP** (115954)
Version Start Date: 01-08-2016

Owning School/Faculty: Applied Mathematics
Teaching School/Faculty: Applied Mathematics

Team	Leader
Ian Malabar	Y

Academic Level: FHEQ5
Credit Value: 24
Total Delivered Hours: 74
Total Learning Hours: 240
Private Study: 166

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	48
Tutorial	24

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	CV and covering letter	25	
Presentation	AS2	Presentation	25	
Exam	AS3	Examination	50	2

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 or Mathematics.

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 or Statistical data processing and reporting.
- 4 Analyse and contrast different structural and operational aspects of businesses.
- 5 Analyse and evaluate the role of professional bodies in IT or Mathematics.

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)),
Professional Ethics,
Organisation of companies,
Main business functions,
IT and Mathematical professional bodies,
IT and Mathematical job roles.*

Learning Activities

Lectures, tutorials and coursework assignments.

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.