

## IT for Managers

### Module Information

2022.01, Approved

#### Summary Information

Module Code	5539NCCG
Formal Module Title	IT for Managers
Owning School	Nursing and Allied Health
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 5
Grading Schema	40

#### Teaching Responsibility

LJMU Schools involved in Delivery
LJMU Partner Taught

#### Partner Teaching Institution

Institution Name
Nelson and Colne College Group

#### Learning Methods

Learning Method Type	Hours
Lecture	48

#### Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
JAN-PAR	PAR	January	12 Weeks
SEP-PAR	PAR	September	12 Weeks

SEP_NS-PAR	PAR	September (Non-standard start date)	12 Weeks
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## Aims and Outcomes

Aims	The main objective of the module is to familiarize the students with the basics of computing, common applications and tools, and their application to the role of a professional manager
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**After completing the module the student should be able to:**

### Learning Outcomes

Code	Number	Description
MLO1	1	Demonstrate a basic understanding of the technology of computing
MLO2	2	Use standard office tools to complete a range of tasks relevant to professional healthcare managers
MLO3	3	Demonstrate a basic understanding of the sources, nature and manipulation of data
MLO4	4	Demonstrate a basic level of proficiency with internet-based applications

## Module Content

Outline Syllabus	Introduction to Computer Components, Input and Output of Data, Video, Sound, Effective use of Office Applications Packages: Word-processors, Spreadsheets, Publishing tools, email, Presentations, (simple introduction to) Databases Basics of Computer Networking & Security Introduction to Data Management: Data Processing: Data, Information, Data Processing and Storage and simple introduction to the representation of Data in Computer. Introduction to Database Management: effective extraction, analysis and presentation of data. Introduction to Internet: Presenting the Internet: Internet and the www, brief history and development, E-mail and applications. Working in the Online World: Various modes of connecting to Internet, present and near future impact of internet developments on own work environment. Role and impact of IT on own working environment. Appropriate use of IT within a business. Digital risks awareness.
Module Overview	
Additional Information	

## Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Technology	IT Exercise	50	0	MLO2, MLO4
Report	Assignment	50	0	MLO1, MLO3

## Module Contacts

### Module Leader

Contact Name	Applies to all offerings	Offerings
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James Evans	Yes	N/A
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**Partner Module Team**

Contact Name	Applies to all offerings	Offerings
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