

Liverpool John Moores University

Title: IT FOR MANAGERS
Status: Definitive
Code: **5539NCCG** (129502)
Version Start Date: 01-08-2021

Owning School/Faculty: Nursing and Allied Health
Teaching School/Faculty: Accrington Campus

Team	Leader
James Evans	Y

Academic Level: FHEQ5
Credit Value: 20
Total Delivered Hours: 48
Total Learning Hours: 200
Private Study: 152

Delivery Options

Course typically offered: S1, S2 and NS2 (S2 for Jan)

Component	Contact Hours
Lecture	48

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Practice	Exercise	IT Exercise (90 mins)	50	
Report	Assignment	Assignment	50	

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

Learning Outcomes

After completing the module the student should be able to:

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

Learning Outcomes of Assessments

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

IT Exercise	2	4
Assignment	1	3

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.

Learning Activities

Lectures

These will not normally be traditional didactic lectures in which the student plays little active part, but will be delivered in small groups of up to 20 students in which their interaction with their tutor is a key ingredient of their learning experience.

The material of this module requires the development of significant practical skill. This will be taught within the lecture time, making these sessions a blend of lecture and workshop time. The sessions will be timetabled in spaces with physical resources appropriate to the delivered content.

Students will receive approximately 30 hours of taught material, supported by in-class exercises and discussions designed to help student assimilate learning and to

provide early informal feedback on their progress.

Practical Work

This module contains directed practical work that students will undertake under the supervision of teaching staff and/or technicians. Some elements of this practical work will form part of the assessment for this module.

Independent Study

Students are expected to undertake personal reading and research into topic areas that have been stimulated from the lectures and seminars. This reading will enhance their academic work and enable valid contribution to lectures and seminars.

VLE support

This will provide links to academic web-sites and on-line journals, facilitate group discussion outside of the classroom, access to outline lecture notes, and provide students with assessment details.

Notes

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