

Module Outline

Part 1- as validated

1.	Title	Managing Business Information
2.	Level	4
3.	Credits	20
4.	Indicative Student Study Hours	200
5.	Core (must take and pass), Compulsory (must take) or Optional	Compulsory

5. Brief Description of Module (purpose, principal aims and objectives)

This module is designed to equip students to understand, manage and present business information. They will be equipped with a range of IT skills used in business and to develop an understanding of the principles and practices of using IT, particularly relating to legislation, business efficiency and protocols. The module will also cover the main mathematical skills that will enable them to work with the data they will encounter in business organizations.

Students will use and integrate software applications including word processing, spreadsheets, presentations, email and calendar software to demonstrate an advanced level of competence and to understand their usage in business for both their existing and future careers.

6. Learning Outcomes - On successful completion of this module a student will be able to:

	<i>Subject-specific learning outcomes:</i>
1.	Professionally present business information using business application software
2.	Demonstrate knowledge and understanding of legislation and business protocols related to the use of IT
3.	Use key numerical, graphical and statistical techniques for calculating, organising and summarising data
	<i>Generic learning outcomes:</i>
4.	Select and apply given information or tools appropriate to the context
5.	Select and apply communication formats appropriate to contexts and audiences

7. Assessment**Pass on aggregate or Pass all components**

(modules can only be pass all components if this is a PSRB requirement)

Pass on aggregate

Summary of Assessment Plan

	Type	% Weighting	Anonymous Yes / No	Word Count/ Exam Length	Learning Outcomes Coverage	Comments
1.	ePortfolio	40%	No	500	3,4	
2.	Case study report	60%	No	2000	1,2,5	

Further Details of Assessment Proposals

Give brief explanation of each assessment activity listed

The ePortfolio provides evidence demonstrating advanced level of relevant practical IT and mathematical skills. Exploring mentoring and coaching will grant students the chance to draw upon peer insights to enhance their independent learning. Additionally, a 500-word report evaluating the learning experience will be included.

The case study will allow students to demonstrate use and integration of MS Office packages to present business information professionally to meet business requirements by producing a tender document for a prospective client.

8. Summary of Pre and / or Co Requisite Requirements

N/A

9. For use on following programmes

BA (Hons) Business and Management