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.

6. Learning Outcomes - On successful completion of this module a student will be able to:	
	Subject-specific learning outcomes:
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, organizing and summarizing data
	Generic learning outcomes:
4.	Evaluate the validity and reliability of data using defined techniques
5.	Work with a range of given information

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	Annonymous Yes / No	Word Count/ Exam Length	Learning Outcomes Coverage	Comments
1.	ePortfolio	40%	No	500	2,3,4	
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. Mentoring and Coaching will be explored allowing students the opportunity to benefit from peer input to support their autonomous learning. To include a 500 word report evaluating learning.

The case study will allow students to demonstrate use and integration of MS Office packages to present business information professionally to meet business requirements.

8. Summary of Pre and / or Co Requisite Requirements

N/A

9. For use on following programmes

CertHE/BA(Hons) Business and Management