Sheffield Hallam University

MODULE DESCRIPTOR

TITLE	Essential (IT) Skills for Business
MODULE CODE	44-5806-00S
LEVEL	5
CREDITS	20
FACULTY	Sheffield Business School
DEPARTMENT	Finance Accounting and Business Services
SUBJECT GROUP	BOS
MODULE LEADER	Jayne Hunter
DATE OF APPROVAL	16th / 17th October 2014

MODULE AIM

With the rapid digitisation of organisations, the use of decision support systems has never been greater. Modern organisations heavily rely on application software(s) when conducting their business and increasingly business decisions are made on the data and information provided by computer applications. The focus is, therefore, on the ability to analyse business data and draw meaningful conclusions that support decisions within an organisation.

Two main application software(s) packages - MS Excel and MS Project - are widely used for this purpose within organisations and, in fact, have become the de-facto standard in their respective domains. From a student employability perspective, organisations are looking at hiring professionals who have knowledge and proficiency in the use of these critical application software(s).

This module provides students with the knowledge, understanding and skills necessary to use the software(s) from a business perspective.

The module is predominantly a practice based one, with the main emphasis being on the use of business problems and simulations, in order to gain an appreciation of why they should be used and develop proficiency in the use of the above mentioned software(s).

It is expected that by the end of the module Students will demonstrate the acquired skills, knowledge and understanding by undertaking two pieces of coursework that relate to their proficiency in the use of MS Excel and MS project respectfully. Whilst primarily being concerned with equipping students with employability skills, the module will also offer students the opportunity to attain SHU certification in the areas of MS Project and MS Excel upon its successful completion.

MODULE LEARNING OUTCOMES

LO	Learning Outcome
1	Assess the ability to use MS Excel for a wide range of business related tasks and purposes.
2	Assess the ability to use MS Project for a wide range of project management related tasks and purposes.

3	Investigate through a process of self–assessment, planning, reviewing and developing the skills needed for placement.

INDICATIVE CONTENT

- Data Analysis and Business Models
- Use of MS Excel
- Formatting and working with data
- Functions and Formulae
- Pivot Tables and Macros
- Charts, Graphs and Tables
- Use of MS Project
- Initiating and Executing Projects
- Monitoring, Controlling and Closing Projects
- Critical Tasks and Project Schedules
- Human Resources and Project Management
- Project Risk Management

LEARNING, TEACHING AND ASSESSMENT STRATEGY AND METHODS

Students will be supported in their learning in a variety of ways; firstly, the module will be delivered through a combination of workshop and drop-in sessions. The workshops will introduce the software (s) and will roll out a set of activities that mimic real world business problems. Firstly, the students will develop an understanding of the workings of the software by practising with given examples and will then move on and analyse business related tasks. They will then move on and solve the business related problems and tasks using the above mentioned software (s) and present their results for assessment. It is expected that the process of utilising the features and functions of the actual software (s) will provide the students with the opportunity to analyse and practice solving the problems in a realistic working environment.

The module is designed in such a way that students will be encouraged to adopt a reflective and self- analytical approach to their learning. Apart from subject knowledge, focus will be placed on developing interpersonal skills, sustaining motivation and allowing students to take responsibilities for their own development.

The core approaches to this will include,

- Enquiry led learning in workshops; the main inquiry based activity will be a series of mini case studies that will present students with an opportunity to solve business related issues using MS Excel or MS Project.
- The module will also contain a series of self-assessment tasks in order to ensure student engagement.
- Additional material in the form of latest blogs, podcasts, and technical support manuals on topics in the module will be made available through the virtual learning environment (VLE). It is expected that these podcasts will act as a trigger to initiate interest and students will be encouraged to write blogs to further develop their understanding on the topic.
- Students will also be asked to reflect on the development of their own skills, as a self-reflection activity.

The assessment tasks are designed in line with enquiry led learning and have been developed to reflect and demonstrate their proficiency in the use of MS Excel and MS Project.

ASSESSMENT DESCRIPTION

The module will be assessed through two pieces of computer based coursework. It will be based on mini scenarios which contain business related issues that the students are expected to solve using their knowledge and workings of the software.

ASSESSMENT PATTERN - TASK INFORMATION (STANDARD ASSESSMENT MODEL)

Task No.	Description of Assessment Task	Task Weighting %	Word Count or Exam Duration	Sub-tasks Y/N+	IMR^ Y/N	Final Task Y/N
1	Coursework Assessment – Competency in the use of MS Excel	50%	2 hrs (Phase test)	N	N	N
2	Coursework Assessment – Competency in the use of MS Project	50%	2hrs (Phase test)	N	N	Y

ANY ADDITIONAL REQUIREMENTS FOR THIS MODULE

The workshops must be delivered in computer labs which have the requisite software (s)

FEEDBACK TO STUDENTS

Students will receive feedback on their performance in the following ways:

- Formative feedback will be given to students during the weekly workshop sessions. Tutors will check the students understanding and ability to work on MS Excel and MS project and will direct them additional resources where necessary.

- At the end of the assessment, students will receive a SHU certificate demonstrating their ability to use the mentioned software(s). The ability level will be measured either as a beginner, core user, or as an expert user of the software. A customised pro-forma, detailing the requirements for each level will be listed in the module handbook and students will be encouraged to achieve the highest possible level.

- The assessment criteria will be given as a part of module documentation, so that the students are fully aware of the learning requirements and the actions that have to be taken in order to successfully complete the module.

LEARNING RESOURCES FOR THIS MODULE (INCLUDING READING LISTS)

- A detailed handbook, including module aims, module structure weekly schedules, assessment tasks, assessment criteria, assessment pro-forma, self-study activities and learning activities
- Virtual learning environment (VLE), to support exchange of ideas through blogging
- Collaborative opportunities such as "collaborate" though Blackboard and/or Wiki's

- Blackboard- Module site containing all learning materials, contact details of staff, grade centre and electronic feedback

Essential Core Text:

- Smart, M., (2013)*, Learn Excel 2013 Essential Skills with the Smart Method*, Isle of Man: The Smart Method Ltd.
- Walkenback, J., (2010), *Excel 2010 Bible,* London: John Wiley & Sons
- Marmel, E., (2010), *Project 2010 Bible,* London: John Wiley & Sons

MODULE STUDY HOURS (KEY INFORMATION SET)

Module Study Hours - Breakdown of Hours by Type		
Scheduled Learning and Teaching Activity type*	**Hours by type**	**KIS category**
Practical classes and workshops	36	Scheduled L&T
Scheduled Learning and Teaching Activities sub-total	**36**	
Guided Independent Study	164	Independent
Total Number of Study Hours (based on 10 hours per credit)	**200**	

CHECKED

Date	**Reason**
June 2015	Checked Against SI - correct

REVISIONS

Date	**Reason**