Sheffield Hallam University

TITLE	Information and Financial Management for HR
SI MODULE CODE	44-7783-00S
CREDITS	15
LEVEL	7
JACS CODE	N600
SUBJECT GROUP	OB/HRM
DEPARTMENT	Management
MODULE LEADER	Joan Connolly

MODULE STUDY HOURS (based on 10 hours per credit)*			
Scheduled Learning and Teaching Activities	**Placement (if applicable)**	**Independent Guided Study**	**Total Number of Study Hours**
30	**NA**	**120**	**150**

MODULE AIM

Information is essential to the effective management and efficient operations of any business organization, but the increasing use of technologies in delivering that information has meant today's managers are continually bombarded with data and facts from multiple sources. As a consequence all managers including those responsible for managing human resources should be able to interpret, manage and analyse these facts and data to provide quality information capable of informing their decision making, planning and control.

MODULE LEARNING OUTCOMES

By engaging successfully with this module a student will be able to;

1. Critically appraise the type of information needed to support management planning, control and decision making across all levels, functions and boundaries of an organisation.
2. Evaluate the impact of current developments in information technologies on the systems within business.
3. Interpret and analyse financial statements.
4. Apply and critically appraise the application of management accounting techniques and methods in generating information relevant to decision making within the HR domain.
5. Critically assess the financial planning, performance measurement and control mechanisms within organisations, particularly from an HR perspective.
6. Assess the development and operational controls necessary to ensure the quality of information produced within business organizations.

INDICATIVE CONTENT

- the nature, role and structure of information systems within organisations,
- users of information systems and their information needs
- types of information systems
- current developments within information technologies and the implications for business and more specifically the HR domain
- understanding and interpreting financial statements
- impact of intangible assets i.e. human capital on financial performance
- cost control and management (treatment of overhead costs, activity based costing)
- budgetary planning and control - creating the link between strategy, performance measures and control

LEARNING, TEACHING AND ASSESSMENT - STRATEGY AND METHODS
- The main learning and teaching methods adopted to help you achieve the learning outcomes include a mixture of lectures and seminars of various formats such as group discussions, practical activities, videos and student-led research and presentations.
- Key concepts will be explored through the analysis of relevant case studies and scenarios. Where appropriate you will be encouraged to relate your studies to your own experience of the workplace. You will also be expected to read around the subject material and prepare responses to a range of discursive and practical questions as well as the case studies.
- The module will be supported by the University's e-learning environment, for example Blackboard will be used to disseminate module materials, support communication through discussion forums and provide formative as well as summative feedback.

ASSESSMENT TASK INFORMATION
- You will be assessed by two pieces of work.
- The first a case study which provides the opportunity to assess your understanding of the information needs of an organization and recommend appropriate improvements and developments to the systems
- The second is a time constrained assessment which aims to examine your ability to transfer theories and techniques introduced in the module to various business and problem based scenarios.
- To pass the module students you must obtain 40% or more from the weighted average across the two assessments. There is no in-module retrieval.

Task No.*	Short Description of Task	SI Code EX/CW/PR	Task Weighting %	Word Count or Exam Duration**	In-module retrieval available
1	A case study assignment	CW	60	2,500	N
2	Examination	EX	40	2 hrs	N

FEEDBACK

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

- You will receive formative feedback throughout the module on your progress in achieving the desired learning outcomes via the normal seminar activities and the tutor and peer discussions within the seminar sessions.
- Detailed assessment criteria will be provided for the case study assignment to enable you to evaluate your own performance prior to submission. Tutors will provide written feedback against these assessment criteria.
- Summative assessment from the examination and will be fed back via the module's Blackboard site.

LEARNING RESOURCES FOR THIS MODULE (INCLUDING READING LISTS)
- Appropriate textbooks, academic articles and relevant on-line materials to gain a deeper understanding of information management and finance relevant to HR managers
- A detailed module learning scheme directing you to appropriate readings on a topic by topic basis, along with a range of seminar exercises and topic-specific learning outcomes.
- Module Blackboard site containing lecture slides, suggested solutions and discussion points to seminar activities, links to useful subject specific topics on the Internet and feedback on module assessments

SECTION 2   MODULE INFORMATION FOR STAFF ONLY

MODULE DELIVERY AND ASSESSMENT MANAGEMENT INFORMATION

MODULE STATUS - INDICATE IF ANY CHANGES BEING MADE

NEW MODULE	Y
EXISTING MODULE - NO CHANGE	N
Title Change	N
Level Change	N
Credit Change	N
Assessment Pattern Change	N
Change to Delivery Pattern	N
Date the changes (or new module) will be implemented	**01/2014**

MODULE DELIVERY PATTERN - *Give details of the start and end dates for each module. If the course has more than one intake, for example, September and January, please give details of the module start and end dates for each intake.*

	Module Begins	**Module Ends**
Course Intake 1	January 2014	April 2014
Course Intake 2	September 2014	December 2014
Course Intake 3	DD/MM/YYYY	DD/MM/YYYY

Is timetabled contact time required for this module?	Y

Are any staff teaching on this module non-SHU employees?	N
If yes, please give details of the employer institution(s) below	
What proportion of the module is taught by these non-SHU staff, expressed as a percentage?	

MODULE ASSESSMENT INFORMATION

Indicate how the module will be marked	
*Overall PERCENTAGE Mark of 40%	Y
*Overall PASS / FAIL Grade	N

*Choose one only – module <u>cannot</u> include both percentage mark and pass/fail graded tasks

SUB-TASKS

Will any sub-tasks (activities) be used as part of the assessment strategy for this module?	N

If sub-tasks / activities are to be used this must be approved within the Faculty prior to approval. Sub-task / activity marks will be recorded locally and extenuating circumstances, extensions, referrals and deferrals will not apply to sub-tasks / activities.

FINAL TASK

According to the Assessment Information shown in the Module Descriptor, which task will be the LAST TASK to be taken or handed-in? (Give task number as shown in the Assessment Information Grid in Section 1 of the Descriptor)	Task No. 2

NON-STANDARD ASSESSMENT PATTERNS

MARK 'X' IN BOX IF MODULE ASSESSMENT PATTERN IS NON STANDARD, eg MODEL B, ALL TASKS MUST BE PASSED AT 40%. **NB: Non-standard assessment patterns are subject to faculty agreement and approval by Registry Services - see guidance. notes.**	