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| **Module Specification**  **ARIM010 – BUSINESS ARCHIVES** |
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**1. Module Details**

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| **Module Title:** | BUSINESS ARCHIVES |
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| **Short Title:** | BUSINESS ARCHIVES |
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| **Module Code:** | ARIM010 |
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| **Marketing Module Synopsis:** | This optional module will give students a more detailed understanding of the nature and value of business archives and of the practicalities of keeping and exploiting archives in a corporate environment. As students work through this module they will see how the concepts and practices described in earlier modules relate to managing an archive in one particular kind of specialist repository. |
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| **Credits:** | 15 |
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| **Level:** | Level 6 |
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| **Delivery Location(s)** | Online |
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| **Semester:** | Whole Session |
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| **Academic Year:** | 2022-23 |
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| **Faculty:** | Faculty of Humanities and Social Sciences |
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| **School/Institute (Level 2):** | School of Histories, Languages and Cultures |
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| **Curriculum Board (level 1):** | History |
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| **Module Coordinator:** | Victoria Stobo |
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| **Other staff:** | Alexandrina Buchanan |
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| **External Examiner(s):** | Jenny Bunn |
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| **Pre-requisites:** | INTRODUCTION TO ARCHIVES AND RECORDS MANAGEMENT 2021-22, PRESERVATION MANAGEMENT 2021-22, PROCESSING RECORDS AND ARCHIVES 2021-22, REFERENCE AND USER SERVICES 2021-22 |
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| **Co-requisites:** | N/A |
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| **Barred Combinations:** | N/A |
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| **CE/CPD Provision:** | Yes |
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| **Overview:** | There are the following non-modular requirements: Students must complete modules ARIM001-004 before commencing this module. ARIM001-004 are the core modules required before continuing to diploma level where the student must complete four out of the seven specialist module choices. |
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| **Notes:** | No major or minor modifications, administrative updates only. 26.07.19.Admin updates 17.02.22 |
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| **Maximum Places:** | 30 |
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| **HESA Cost Centre(s):** | History |
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| **Status:** | Approved |

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| **HECoS Subject** | **Proportion (%)** |
| 100302: History | 100 % |

**The table below is automatically completed from programme data held in Curriculum Manager; during 2019/20 it is likely to have no data or incomplete data until all programme records are in Curriculum Manager.**

| **In Programmes:** | **Programme Validation Status** | **Module Status:** | **Programme Stage / Group / / Sub-group** |
| --- | --- | --- | --- |

**The table below must be completed for module approval, including confirmation that there are zero costs to the student.**

| **Student Cost(s)** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | | | | **Costs range:** | |
| **Cost Type:** | **Description:** | **Value type** (exact, approximate or max/min range)**:** | **Cost** (exact or approximate): | **Minimum Cost:** | **Maximum Cost:** |
| Student Cost | For costs information, please visit the University's website. | MUST BE COMPLETED FOR APPROVAL |  |  |  |

**2. Aims and Content**

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| **Educational Aims:** | | | |
| To provide an in-depth view of practice in the business and corporate archives environment, and the nature of business archives and methods of exploitation. | | | |
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| **Outline Syllabus:** | | | |
| Topics covered during the module may include:Business and corporate archives in arange of contexts and settings; Development of the modern corporation and associated records; Compliance and accountability and business records; Main types of business records;Managing and promoting business archives. | | | |
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| **Reading lists and resources:** | | | |
| **Type** | **Category** | **Title** | **Description** |
| General Resource | Link to Reading Lists | Reading lists are maintaned at readinglists.liverpool.ac.uk | Use the following link to access and maintain reading lists for this module:http://readinglists.liverpool.ac.uk/modules/arim010.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Describe where business archives are found in Britain and how this compares with other countries. | Learning Outcomes |
| LO2 | Outline the history and development of British business and company law since 1750. | Learning Outcomes |
| LO3 | Understand how the history of office technology relates to record-keeping. | Learning Outcomes |
| LO4 | Demonstrate a clear knowledge of the main types of business records. | Learning Outcomes |
| LO5 | Explain differing emphases in record keeping between different industry types. | Learning Outcomes |
| LO6 | Describe the research uses of business archives. | Learning Outcomes |
| S1 | Business and customer awareness basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty | Skills |
| S2 | Communication and collaboration online participating in digital networks for learning and research | Skills |
| S3 | Global perspectives demonstrate international perspectives as professionals/citizens; locate, discuss, analyse, evaluate information from international sources; consider issues from a variety of cultural perspectives, consider ethical and social responsibility issues in international settings; value diversity of language and culture | Skills |
| S4 | Media literacy online critically reading and creatively producing academic and professional communications in a range of media | Skills |
| S5 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |
| S6 | Positive attitude/ self-confidence A 'can-do' approach, a readiness to take part and contribute; openness to new ideas and the drive to make these happen | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Report on organizational archives and their exploitation. |

**All fields in the table below must be completed for module approval.**

| **Method** | **Description** | **Type** | **Units of Length** | **Length** | **Min** | **Max** | **Description (re length)** | **Weighting** | **Assessment period(s)** | **Group Work** | **Must Pass** | **Final Assessment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Coursework | There is a resit opportunity. Standard UoL penalty applies for late submission. This is an anonymous assessment. | Summative | Words | N/A | N/A | 3000 | No more than 3000 words | 100 % | Sem 1 | No | No | Yes |

***Please see Appendix 1 for details of the outcomes tested by the above assessments.***

**5. Learning and Teaching Methods**

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| **Summary of Learning and Teaching Methods:** |
| Online Discussions:Learning blog.Notes: Online learning blog in Canvas designed to encourage student interaction.Online Quiz:Xerte based test your learning quizzes.Notes: Online test your learning quizzes designed to test whether learning outcomes have been achieved.Practical:Suggested activities designed to explore practical implications of theoretical learning.Notes: Activities are suggested to enable students to put into practice what they have learned and/or to learn through doing.Self-Directed Learning: Students are given access to online learning materials which include reading, quizzes, a learning blog and suggested activities which are undertaken according to the student's requirements. |

**The following table must be completed for module approval, accounting for all hours associated with the credit value of the module, e.g. for 15 credits there should be 150 hours of learning and teaching activity, including independent learning.**

| **Learning and Teaching Method:** | **Length (Minutes):** | **Times per Week** (if applicable): | **Number of Weeks** (if applicable): | **Calculated Hours** (if applicable): | **Hours:** |
| --- | --- | --- | --- | --- | --- |
| Self-Directed Learning | N/A | N/A | N/A | N/A | 150 |

**6. Supplementary Information**

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| **If a risk assessment is required for this module for students under 18, please record a summary of the risks:** | N/A |