



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.
Please consult the web for updates that may occur during the year.

Description: Information Management

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
MGT	3200	74117	1, 2008	EXT	1.00	Toowoomba

Academic group:	FOBUS
Academic org:	FOB004
Student contribution band:	3A
ASCED code:	080999

STAFFING

Examiner: Heather Maguire

OTHER REQUISITES

Students are required to have access to a personal computer, e-mail capabilities and Internet access to USQConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/business/aboutfob.htm>

SYNOPSIS

The central information challenge faced by organisations is how to get the most out of their information assets. As businesses become more complex and face an ever increasing number of regulatory requirements the task of efficiently managing the growing volume of paper and electronic records becomes more difficult. Research shows this critical business information is expensive to collect, often unreliable, and increasingly out of control. Administrative managers need a sound knowledge of information management methods and technologies. This course provides an overview of the scope and complexities of administrative management of records whether paper, microform or electronic.

OBJECTIVES

The course objectives define the student learning outcomes for a course. The assessment item/s that may be used to assess student achievement of an objective is/are shown in parentheses after each objective. On successful completion of this course, students should be able to:

1. explain the organisational role of information management with a focus on records, document and archival management and differing views of the records life cycle (Assignment 1, Examination)
2. define and discuss the relationship between information management, corporate risk and corporate governance (Assignment 1, Examination)
3. discuss the importance of accountability, legal compliance and best practice in information management (Assignment 1, Examination)
4. describe the relationship between information management and the management of other organisational assets (Assignment 1, Examination)

5. explain the process of creation, capture and registration of organisational records (Assignment 2, Examination)
6. explain the process of control (classification and access) of organisational records (Assignment 2, Examination)
7. explain the importance and processes of records appraisal and disposal (Assignment 2, Examination)
8. critically evaluate a number of alternatives for records storage (Assignment 2, Examination)
9. define vital and archival records and their relationship to corporate risk and outline effective management processes for these types of records (Assignment 2, Examination)
10. define ERMS, explain the potential advantages of this type of system, and outline suggestions for managing the transition from paper to electronic records management systems (Assignment 2, Examination).

TOPICS

	Description	Weighting (%)
1.	Information management, records management, document management, archival management - introduction and definitions	15.00
2.	Information management, corporate risk and corporate governance and the relationship between these concepts	10.00
3.	Accountability, compliance and best practice in information management	10.00
4.	Information management and the management of other assets	5.00
5.	Information management needs and solutions	10.00
6.	Creating, capture and registration of records	5.00
7.	Classification and indexing	5.00
8.	Appraisal and disposal	10.00
9.	Records storage	10.00
10.	Vital and archival records	10.00
11.	Implementing electronic records management systems	10.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

AS ISO 15489 (available by online purchase from Australian Standards Online Database - go to USQ Library Home page, then to All Databases, then to Australian Standards Online, and then key in AS ISO 15489).

Summers, J & Smith, B 2006, *Communication skills handbook: how to succeed in written and oral communication*, 2nd edn, John Wiley & Sons, Milton, Queensland.
(revised & updated edition)

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Kennedy, J & Schauder, C 1998, *Records management: a guide to corporate record keeping*, 2nd edn, Longman, South Melbourne, Victoria.

Shepherd, E & Yeo, G 2003, *Managing records: a handbook of principles and practice*, Facet Publishing, London.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Assessments	40.00
Directed Study	125.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
ASSIGNMENT 1	40.00	20.00	04 Apr 2008
ASSIGNMENT 2	50.00	25.00	30 May 2008
2 HOUR EXAMINATION	55.00	55.00	END S1 (see note 1)

NOTES

1. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date after the timetable has been finalised.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded.

- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:
This is a closed examination. Candidates are allowed to bring only writing and drawing instruments into the examination.
- 7 Examination period when Deferred/Supplementary examinations will be held:
Any Deferred or Supplementary examinations for this course will be held during the next examination period.
- 8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Policies and Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

ASSESSMENT NOTES

- 9 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the examiner. (ii) Students must retain a copy of each item submitted for assessment. This must be produced within 24 hours if required by the examiner. (iii) In accordance with university policy, the examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) In the event that a due date for an assignment falls on a local public holiday in their area, such as a show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.
- 10 Course weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper.

OTHER REQUIREMENTS

- 1 Students will require access to email and Internet access to USQConnect for this course.
-