Description: Information Management

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
</tr>
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<tr>
<td>MGT</td>
<td>3200</td>
<td>62130</td>
<td>1, 2007</td>
<td>EXT</td>
<td>1.00</td>
<td>Toowoomba</td>
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Academic group: FOBUS
Academic org: FOB002
Student contribution band: 2
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/handbook/current/busgeninfo.html

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 (Assignment 1, Assignment 2, Examination)
2. define and discuss records management, corporate risk and corporate governance and the relationship between them (Assignment 1, Assignment 2, Examination)
3. describe the relationship between information management and the management of other organisational assets (Assignment 1, Assignment 2, Examination)
4. discuss the issue of compliance in the recordkeeping environment (Assignment 1, Assignment 2, Examination)
5. discuss the concept of best practice in relation to information management (Assignment 1, Assignment 2, Examination)
6. evaluate information management needs and develop solutions (Assignment 1, Assignment 2, Examination)
7. outline a number of methods of records classification and indexing (Assignment 1, Assignment 2, Examination)
8. discuss records appraisal and disposal (Assignment 1, Assignment 2, Examination)
9. discuss issues relating to the creation and capture of records (Assignment 1, Assignment 2, Examination)
10. discuss procedures involved in developing a protection plan for vital records (Assignment 1, Assignment 2, Examination)
11. discuss the management of archival records (Assignment 1, Assignment 2, Examination)
12. critically assess a number of alternatives for records storage (Assignment 1, Assignment 2, Examination)
13. critically assess the impact of technology on the information management function (Assignment 1, Assignment 2, Examination).

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>Information management, records management, document management, archival management - introduction and definitions</td>
<td>15.00</td>
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<tr>
<td>Information management, corporate risk and corporate governance and the relationship between these concepts</td>
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<td>Accountability, compliance and best practice in information management</td>
<td>10.00</td>
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<tr>
<td>Information management and the management of other assets</td>
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<td>Information management needs and solutions</td>
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<tr>
<td>Creation and capture</td>
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<td>Classification and indexing</td>
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<td>Appraisal and disposal</td>
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<tr>
<td>Records storage</td>
<td>10.00</td>
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<tr>
<td>Vital and archival records</td>
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<tr>
<td>Requirements for records management systems and integration with other systems</td>
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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).


(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.


STUDENT WORKLOAD REQUIREMENTS

<table>
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<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
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<td>Directed Study</td>
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ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
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<tbody>
<tr>
<td>ASSIGNMENT 1</td>
<td>40.00</td>
<td>20.00</td>
<td>06 Apr 2007</td>
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<tr>
<td>ASSIGNMENT 2</td>
<td>60.00</td>
<td>30.00</td>
<td>01 Jun 2007</td>
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<tr>
<td>2 HOUR EXAMINATION</td>
<td>50.00</td>
<td>50.00</td>
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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 then a penalty of 20% of the total marks available for the assignment may apply for each working day late.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must submit all of the assessment items, achieve at least 50% for the examination and 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 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL http://www.usq.edu.au/corporateservices/calendar/part5.htm. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL http://www.usq.edu.au/handbook/current/buspolproc.html.

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 Learning resources: Prescribed texts and materials (see above); recommended reference materials (see above); printed Introductory Book, Book/s of Selected Readings, and Study Book; and course Website accessible via USQConnect.

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