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## MODULE DESCRIPTOR

### Module Title

Managing Information Services

Reference	BSM106	Version	4
Created	April 2017	SCQF Level	SCQF 11
Approved	March 2015	SCQF Points	15
Amended	August 2017	ECTS Points	7.5

### Aims of Module

To develop knowledge and understanding of the nature and scope of organisational information services, the approaches to provision of these and the activities involved.

### Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Identify and appraise the key policy and planning factors and challenges in information management.
- 2 Critically assess the organisational issues affecting the provision of information services.
- 3 Critically assess the wider environmental issues affecting the provision of information services.
- 4 Analyse critically and discuss the major ways in which human resource management and financial management contribute to effective planning and decision-making in the management of change within information services.
- 5 Examine the ways in which performance measure, impact and quality enhancement contribute to the effective development of information services.

### Indicative Module Content

Information Services; Strategic Planning; Service Quality; Organisational Culture; Project Management; decision-making processes and change management; financial management; human resource management; marketing and promotion; professional development.

### Module Delivery

Lectures, workshops, group-work, seminars, case studies and directed reading.

### Indicative Student Workload

	Full Time	Part Time
Contact Hours	40	18
Non-Contact Hours	110	132
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	150	150
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

**ASSESSMENT PLAN**

If a major/minor model is used and box is ticked, % weightings below are indicative only.

**Component 1**

Type: Coursework Weighting: 100% Outcomes Assessed: 1, 2, 3, 4, 5  
 Description: Individual Written Assessment

**MODULE PERFORMANCE DESCRIPTOR****Explanatory Text**

The module is assessed by one component: C1 ? Coursework - 100% weighting. Module Pass Mark = Grade D (40%)

Module Grade	Minimum Requirements to achieve Module Grade:
<b>A</b>	70% or above
<b>B</b>	60% - 69%
<b>C</b>	50% - 59%
<b>D</b>	40% - 49%
<b>E</b>	35% - 39%
<b>F</b>	0% - 34%
<b>NS</b>	Non-submission of work by published deadline or non-attendance for examination

**Module Requirements**

Prerequisites for Module	None.
Corequisites for module	None.
Precluded Modules	None.

**ADDITIONAL NOTES**

Note: Please note that some lectures may include additional readings.

**INDICATIVE BIBLIOGRAPHY**

- 1 BRYSON, J., 2006., *Managing information services: a transformational approach*. 2nd ed. Aldershot: Ashgate Publishing
- 2 EVANS, G.E., WARD, P.L. and RUGAAS, B., 2000. *Management basics for information professionals*. New York: Neal Schumann.
- 3 ROBERTS, S. and ROWLEY, J., 2004. *Managing information services*. London: Facet Publishing.
- 4 MACLENNAN, A., 2014. *Information governance and assurance : reducing risk, promoting policy*. London: Facet.