



**London
South Bank
University**

EST 1892

Module Guide

Management and Information Systems

BBS-4-MIS

School of Business

Division of Business and Enterprise

Level 4 (BA Business Management – 1st Year)

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1. MODULE DEATAILS

Module Title:	Management and Information Systems
Module Level:	4
Module Reference Number:	BBS-4-MIS
Credit Value:	20 Credits
Student Study Hours:	200
Contact Hours:	60
Private Study Hours:	140
Pre-requisite Learning (If applicable):	None
Co-requisite Modules (If applicable):	None
Course(s):	BA Business Management
Year and Semester	2019/20 Semester 2
Module Coordinator:	Haider Zuhair Bilal
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Subject Area:	Business
Summary of Assessment Method:	100% coursework

2. SHORT DESCRIPTION

This module will provide students with an overview of types of organisations, their structure, nature and functions of management and their use of information systems. They will be introduced to appropriate and effective management practices used in differing organisational contexts and develop the skills required to critically assess the impact and effective use of information systems (IS) with an organisation. They will develop an appreciation of the impact of IS on managerial and strategic thinking, the changes in the competitive landscape, the increasing importance of regulatory, ethical and social compliance, risks and prevention, and IS managed security.

3. AIMS OF THE MODULE

This module aims to develop students understanding of the core concepts of business, organisations, their structure, management, and their use of information systems, unified around the concept of achieving business objectives through people and managers.

4. LEARNING OUTCOMES

On completion of this module a student will be able to:

4.1 Knowledge and Understanding

- A1: Demonstrate a basic understanding of different types of organisations, structure and their role in the external environment
- A2: Demonstrate foundation knowledge of the nature, functions and challenges of management in the 21st Century
- A3: Understand basic systems concepts and the use of information, communication systems and information systems in business

- A4: Analyse a business and understand the benefits and impacts of the use of information systems and communication systems on an organisation
- A5: Understand the importance of basic business strategy, ethical and social compliance, risks and prevention, and IS managed security

4.2 Intellectual Skills

- B1: Provide an overview of companies within a range of sectors through acquiring an understanding of the external environments that such companies operate in
- B2: Distinguish between different types of IS systems and their use within contemporary organisations

4.3 Practical Skills

- C1: Reflect on, analyze and interpret information on contemporary IS management issues.

4.4 Transferable Skills

- D1: Present information effectively using methods of oral and written communication
- D2: Utilise search engines / library resources to retrieve information from various sources.

5. ASSESSMENT OF THE MODULE

Formative Assessment:

Formative feedback will be given during lectures and seminars sessions using real life business cases and practical sessions. This will involve:

- In-class questioning and testing during lectures.
- Evaluation of theoretical knowledge and understanding.
- Seminar questions and self-evaluation at the end of each seminar.
- Encouraging students to act as learning resources for one another.
- Group work and presentations geared towards the successful completion of the final assessment.

Summative Assessment:

This module will be 100% Coursework assessed.

The Assessment will consist of two separate coursework as follows:

1. **Group Presentation: Deadline - Week 10 (Tuesday 31/3/20) & (Wednesday 1/4/20) (50%)**

A maximum of 15 minutes' group presentation, which will need to be performed during the seminars of week 10.

Students, in **groups of maximum 4**, will be formed during the lab of week 1. The assignment will be based on a live business case that students will choose themselves. The choice of the business will be up to students. They could be small, medium or large enterprises; in the manufacturing or service sector; public, private or not-for-profit organizations. The aim is to acquire relevant information about the chosen business; this can be achieved through formal or informal meetings, discussions, interviews, etc...

The group will need to:

- Demonstrate a good understanding of the type and structure of the business.
- Understand and identify 21st century challenges the management is facing.
- Provide IS solutions that can support the business strategy.

Students will need to apply concepts and technical skills learnt in lectures and seminars, develop analytical and critical skills in the context of IS as well as the ability to work in a team.

Marking rubric shown in Section 12.

Group Presentation Requirements:

1. Content: (60%):
 - a. Introducing your own company and your case study company.
 - b. Preparing your interview questions, meeting the business and conducting the interview.
 - c. Analysing the data, identifying challenges the management is facing and discussing their impact.
 - d. Proposing different IS solutions for each of the identified challenges and how they address the above problems.
 - e. Business use of Excel and Access.
2. Confidence, Enthusiasm, etc. (10%)
3. Eye contact (No notes/cards or reading from monitor/screen) (10%)
4. Effective use of time (10%)
5. Clarity, originality and impact (10%)

To submit your group presentation, students are required to submit their PowerPoint **individually** to the module's Moodle site, through the **Presentations Submission link** before **5 pm of Wednesday the 1st of April 2020**.

Students using a web-based presentation tool, e.g. Prezi, will need to submit a PowerPoint containing the web-based presentation link.

2. Individual Report: Deadline - Week 13 (Wednesday 13/5/20) (50%)

Based on the chosen live business case, you should prepare a well-researched **individual report, of 1500 words**. The report must have references, in which you have cited correctly, all of the resources that you have used in your research. If you are not sure how to do this you should check the information about LSBU's Harvard Referencing available on the Module site. (As a hint, 7-10 references per 1000 words indicate a well-researched piece).

Individual report requirements:

1. Evidenced by research, discuss your proposed IS solutions':
 - a. Benefits, impacts and limitations, (25%).
 - b. Ethical and social compliance/issues (25%).
 - c. Security, risks and prevention (25%).
2. Structure, presentation and word count of the report (15%).
3. References (10%).

A more detailed marking rubric is available in Section 12.

To submit Coursework 2, students must upload their individual report, as a **word file**, to the module's Moodle site, through the **Report Submission link** before **5 pm of Wednesday the 13th of May 2020**.

TurnItIn will be enabled for both submissions and will check for plagiarism. Copying someone else's work, copying chunks of text directly out of a book or cutting and pasting from a web page is plagiarism and will be treated as an assessment offence by the university.

In order to pass this module, students must achieve a minimum mark of 30% in each component and an overall average mark of 40%. In the event that a student does not reach the pass mark, another assessment will be required.

6. FEEDBACK

Feedback will normally be given to students 15 working days after the final submission of an assignment or as advised by their module leader.

General feedback, applying to all students, will also normally be placed on the module VLE site within 15 working days.

7. INTRODUCTION TO STUDYING THE MODULE

7.1 Overview of the Main Content

- Types and structure of organisations
- Management/leadership in various types of organisation
- 21st century challenges for managers, and the future of work
- Organizations, globalization and the E-Revolution
- Organization strategy and information systems (IS)
- Globalisation and global IS
- IS/IT Infrastructure; telecommunications, internet and emerging technologies
- Information and research
- Business intelligence and information management
- Enterprise system; TPS, decision support, knowledge based systems, executive support systems
- Regulations, ethical and social issues in IS
- Security, crime, risks and preventive management

7.2 Overview of Types of Classes

The module will be delivered through a two-hour lecture followed by a two-hour seminar each week.

Lectures will:

- Introduce key concepts and theories
- Provide a forum for guest speakers to add value and contextualisation to the module

Seminars will:

- Involve case study discussions
- Provide students with an opportunity for online research
- Show students how to search and extract information using search engines and library resources
- Enable students to create presentation and develop presentation techniques

7.3 Importance of Student Self-Managed Learning Time

Students:

- Are responsible for their own learning and development process.
- Are required to undertake directed self-study and prepare solutions/discussions to questions relative to various topic areas.
- Will be encouraged to identify for themselves particular problems of difficulty and to use seminar discussions, where appropriate, for the resolution of these.
- Must regularly access the Moodle site for this module. They should download the class material from the Moodle site and do the recommended reading, before each class.

7.4 Employability

This module contributes to a student's employability by developing their skills to effectively understand how organisations are managed, management techniques and their use of information systems. By developing competencies in this area students will acquire the skills set required to enhance their employability prospects in a junior management position.

The module also provides a strong foundation of both practical and academic skills which will be further developed as they move through the course. In addition to providing a basic understanding of business, management and their use of systems for students considering a placement and/or internship in this area of business.

8. THE PROGRAMME OF TEACHING, LEARNING AND ASSESSMENT

Wks	Date	Lecture	Seminar
1	27/01/2020	Introduction to Management & Information Systems	Assignment 1 Briefing + Team Formation & Agreement + How to analyse a Business Case + Catch-Up Discussion with students
2	03/02/2020	21 st Century Challenges for Organisations (Valacich - Chapter 1)	Excel Exercises 1-5 + Absolute Referencing Tutorial + Assignment Discussion
3	10/02/2020	Managing IS Infrastructure and Services (Valacich - Chapter 3)	Excel: Forecasting Exercise + Assignment Discussions
4	17/02/2020	Business Models in the Digital World (Valacich - Chapter 2)	Excel: Nested IFs Tutorial & Exercises + Assignment Discussions
5	24/02/2020	Guest Lecture: Digital Disruption & Transformation	Excel: VLOOKUP Tutorial/Exercises + Assignment Discussions
6	02/03/2020	Business Intelligence & Machine Learning (Valacich - Chapter 6)	Excel: Pivot Tables & Data Sheet + Assignment Discussions
7	09/03/2020	Big Data & Relational Databases (Valacich - Chapter 6)	Excel: Scenarios Tutorial + Assignment Discussions
8	16/03/2020	Cloud Computing & SaaS (Valacich Chapter 3) Preparing & Delivering Presentations	Access: Databases & Database Case A + Assignment Discussions
9	23/03/2020	Guest Lecture: Computer Cyber-Security (Valacich - Chapter 10) Crime, Threats and Safeguards in ISs	Access: Queries & Database Case B + Coursework 1 Submission & Discussion
10	30/03/2020	Guest Lecture: Leadership & Management in the Digital Age	Coursework 1: In-Class Group Presentation
*	06/04/2020	Easter Study Vacation	
*	13/04/2020	Easter Study Vacation	
*	20/04/2020	Easter Study Vacation	
11	27/04/2020	Guest Lecture: Regulations, ethical and social issues in ISs	Coursework 2: Individual Report Discussion + Case Study 1
12	04/05/2020	Guest Lecture: Blockchain, Bitcoin and the Cryptocurrency	Coursework 2: Individual Report Discussion + Case Study 2
13	11/05/2020	Coursework 2: Individual Report Submission	Coursework 2: Individual Report Submission

9. STUDENT EVALUATION

Last year's students have shown commitment, seriousness and willingness to learn and engage. This can clearly be seen from last year's average mark and the number of students achieving 70%+! Students MEQs were overall satisfied with the module and most of the received feedback and comments were positive and encouraging.

10. LEARNING RESOURCES

Core Reading:

- Valacich, J. and Schneider, C., (2018), Information Systems Today: Managing the Digital World (8th Edition). Pearson.
- Laudon, K. C. and Laudon J. P., (2020) Management Information Systems (16th Edition). New York, Pearson.
- Mullins, L. J., (2016) Management and Organisational Behaviour (11th Edition). Harlow, FT Publishing International.

Optional Reading:

- Chaffey, D., Hemphill, T. and Edmundson-Bird, D., (2019) Digital Business and E-Commerce Management (7th Edition). Pearson.
- Chaffey, D. and Wood, S., (2014) Business Information Management (1st Edition). Harlow, Financial Times / Prentice Hall.
- London South Bank University's Intranet and computer based resources, [CLSD](#) LSBU library.

11. PLAGIARISM

In recent years plagiarism has been seen by all universities in the UK, Europe, the USA and elsewhere as a growing problem, and a serious issue. London South Bank University and The Department of Business and International Studies are playing their part in trying to reduce plagiarism at all levels.

Plagiarism and its dangers

Students often get into trouble with the Academic Misconduct Authorities of the University because they either;

- a). do not understand what plagiarism is, or
- b). they fail to see that they have committed plagiarism by not being careful in how they approach and present their academic work.

It is not difficult to avoid plagiarism, by taking a little care, and being aware of the rules and regulations of the University. The problem is made more difficult because the Internet and electronic forms of information and data often make it seem that information is freely available for all of us to use; just like a railway timetable. However, all academic and other forms of information must have been written by someone, or created by some institution or company. This is what makes academic copying so dangerous. It appears to be OK and acceptable. But it is not, and can lead the student into serious disciplinary problems with the University authorities.

What is Plagiarism?

Plagiarism is the practice of representing another person's work as the student's own, without acknowledgment of the source. Examples of plagiarism include:-

- Including in a student's own work more than a single phrase from the work of another person **without use of quotation marks and acknowledgement of the source**
- Summarising another person's work by changing a few words, or altering the format or order of presentation, without acknowledgement
- Using the ideas of another person, or data gathered by another person, in assessed work presented as the student's own, without acknowledgement of the source
- Copying the work of another source (e.g. a book or article, or the work of another current or past student at LSBU or elsewhere)
- Using and presenting as the student's own material prepared by another person and stored on a computer disk or downloaded from the Internet

Help to Avoid Plagiarism

The University provides a great materials and assistance to help students avoid the pitfalls of plagiarism. With this amount of material available, it is no defence for a student to say 'I didn't know, or understand that I was plagiarising'.

All students should read the following university materials.

The Library has several very good simple help sheets on the subject.

- Help Sheet on Plagiarism, gives a clear definitive view and help on the subject. It is at: <https://my.lsbu.ac.uk/my/wcm/connect/a805e016-2d8c-40c2-a7ee-703fa8eba1f8/h2g-library-4a.pdf?MOD=AJPERES>

- Help Sheet on how to Do Your Referencing Using the Harvard System is a first class guide on referencing, including electronic references. It is at: <https://my.lsbu.ac.uk/my/wcm/connect/c6be7b33-cfab-445e-a87c-34aab23d4d0e/Harvard+referencing+helpsheet+30+--+2014-2015.pdf?MOD=AJPERES>

Why do Universities get so upset about Plagiarism?

Consider two students. One has worked very hard in the library for six months on a dissertation. The other has 'cut and pasted' large chunks of material from the web and 'wrote' a dissertation in a few days. Should both get the same mark?

It is because plagiarism is a form of cheating for personal advantage that the university takes a strong line on exposing students who plagiarise and copy other people's work.

What if I am Caught Plagiarising?

Plagiarism is a form of serious academic misconduct and is not allowed.

Where plagiarism has been taken place, the case will be reported to the Academic Misconduct Co-ordinator for the BIS Department.

A preliminary investigation takes place to determine whether the allegation of plagiarism is justified. If it is the case, the matter will become the subject of a full investigation by the university, in which the student will be given the opportunity to explain their actions. Taking into account the explanation given by the student, a specially convened, independent university panel will, then, recommend to the Examinations Board the appropriate penalty. Where plagiarism has occurred, **it may result in the student failing the unit without the opportunity to be re-assessed.** In extreme cases, a student may be deemed to have failed all modules of the course and be asked to terminate their studies and leave the university.

- Plagiarism is **very** serious
- There are **very** strict university rules that apply to all aspects of plagiarism
- Punishment is very severe, with significant financial and personal costs to the student
- The investigation and judicial process is very thorough, and so necessarily slow. The university uses a range of detection systems, including the JISC (Joint Information Systems Committee) computer based system, Turnitin, and other computer based systems.
- You cannot progress or graduate until the full process is completed. It may take 3-6 months
- This may mean you miss the graduation ceremony
- Even if you are found innocent, you may easily miss an academic year and not graduate with your friends

Student Requirements on Courses and Modules

All students can submit their work themselves to the Turnitin system for checking. This can easily be done through the Blackboard site for each unit. Instructions are on the Blackboard site for the unit.

In addition, to address the problem of plagiarism in the writing of coursework, the BIS department requires students to submit **a copy of all coursework in electronic form, and a paper print out of the Turnitin Report needs to be attached to the back of the coursework** when it is handed in to L105. Work cannot be marked without this. Students may also be required to submit to a *viva voce* interview and investigation to demonstrate that their work is authentic.

Remember: One simple guarantee that you are not plagiarising is to show your work to your class tutor before you submit it, with your Turnitin Report and ask, "Am I doing something silly here. Am I at risk of being caught plagiarising?" They will give you advice.

12. COURSEWORK MARKING RUBERICS

12.1 Coursework 1: Group Presentation

Group Presentation		
Student Name / ID Number / Username:		Company Name:
1.		
2.		
3.		
4.		
Criteria	Feedback / Grade	
Introducing your own company and your case study company (10%)		
Preparing your interview questions, meeting the business and conducting the interview (10%)		
Analysing the data, identifying problems and discussing their impact (15%)		
Proposing IS solutions for the problems and how solutions address these problems (15%)		
Business use of Excel for Financial Forecasting and Access for Data Management (10%)		
Manner (Confidence / Enthusiasm) (10%)		
Eye contact (10%)		
Effective use of time (10%)		
Originality and impact (10%)		
Marker:	Date:	Mark (100%):

12.2 Coursework 2: Individual Report

Individual Report		
Student Name:	ID Number:	
Criteria	Grades	
Evidenced by research, discuss your proposed IS solutions' benefits, impacts and limitations, (~500 words - 25%)		
Evidenced by research, discuss your proposed IS solutions' ethical and social compliance/issues (~500 words - 25%)		
Evidenced by research, discuss your proposed IS solutions' security, risks and prevention (~500 words - 25%)		
Structure, presentation and word count of the report (15%)		
References and citations (10%)		
Feedback:		
Marker:	Date:	Mark (100%):