

Appendix 2: IM Course Coding Manual

<u>COURSE PRELIMINARIES</u>	
University	Give name
Course Level	Undergraduate; Postgraduate
Department	Give name
Listed in second department	Give name
<u>COURSE STRUCTURE</u>	
Total number of course credits	Give figure
Total number of core credits	Give figure
Total number of core modules considered	Give figure
Total number of optional credits	Give figure
Total number of option modules considered	Give figure
<u>TOPICS & SUBJECTS COVERED BY MODULES</u>	Note number of modules which cover these topics and subjects. Include when mentioned. Do not infer unless not doing so would mis-represent what is covered by the module.
User information needs & behaviours	Identification, analysis and evaluation of user information needs and presentation of that information in a form that facilitates its use
<i>Organisational information needs</i>	<i>Identification, analysis and evaluation of information needs of the organisation and presentation of that information in a form that facilitates its use</i>
Information products, sources & services	Familiarity with information products, sources and services in an appropriate range of media and format
Information Retrieval	Creation and use of finding aids or retrieval tools and knowledge of standards and techniques for creation. Including: Cataloguing in accordance with international and local standards; metadata construction; classification schemes; taxonomies; ontologies; thesauri; and indexing.
Searching internet/ databases/ sources	Skills in the use of primary and secondary resources independent of medium, including electronic resources for the retrieval of relevant information.
Collection development/ management	Selection and acquisition of materials appropriate to user needs; making informed decisions on retention and disposal
Service planning/ development	Within the context of organizational culture, objectives and client base
Promotion/ Marketing	Of sources/ services; impact towards achievement of organisational goals

Client/ user education/ training & support	Training and mentoring skills; promotion of information literacy
<i>Information Literacy</i>	<i>Theory & research into information literacy. Not user training etc</i>
Research design & methods	Including ethical considerations
Handling, analysis & presentation of numerical/ textual data	Management of data and presentation of appropriate results in a suitable manner; including Abstracting-content analysis, evaluation and representation.
Information flow in society	Dynamics of information flow in society, between nations, governments, organisations, and individuals
Acts, Laws & standards	Such as Freedom of Information Act, Data Protection Act, Copyright Law etc.; any relevant service or storage standards
Management (general)	General management theories & techniques; management of services and resources other than Human or Financial resources
Human Resource Management	Theories & techniques related to Human Resource Management
Financial management	Budgeting, costing, purchasing etc.
<i>Change Management</i>	<i>Theories & techniques related to Change Management</i>
<i>Knowledge & understanding of organisations</i>	<i>Internal aspects, functions & processes of organisations including their structure, governance and culture.</i>
<i>Knowledge & understanding of external environments influencing organisations</i>	<i>Consideration of economic, environmental, ethical, legal, political, sociological & technological factors together with their effects upon strategy, behaviour, management & sustainability.</i>
<i>Importance/ role of information & knowledge</i>	<i>To an organisation etc.</i>
Records management	Storage and preservation; retention policies
Information policies, strategies & governance	Policies, standards and strategies in accordance to information law to determine and regulate access, use and dissemination of information in support of organisational needs.
Knowledge management	Principles and practices
Use of Information Systems	Use and exploitation of Information Systems and their impact on an organisation. Can include practical use but not design etc.
Information System design/ development/ management	Theoretical & practical design etc. Assessing user needs; systems methodologies modelling
Project management	
Database design/ development/ management	Subdivides: Consideration and discussion of user needs in design; Practical experience of design, development and management
Web site & intranet design/ development/ management	Subdivides: Consideration and discussion of user needs in design; Practical experience of design
Information & information management within a specialist subject	For example, Business Information Management.
Practical work placement/ experience	

<i>Study of discipline & professional practice</i>	<i>Consideration of the discipline & professional practice of Information Management, along with related information professions & services.</i>
<i>Knowledge & use of ICTs/ Computer literacy</i>	<i>Selection and use of appropriate software to design, create, and format documents and multimedia presentations. Use of electronic information systems such as Web browsers and OPACs. Understanding of the principles and capacities of ICTs, and their applications to professional practice.</i>
<i>Advanced knowledge of ICTs</i>	<i>Knowledge of ICTs beyond basic level, including: digitisation; study into areas of computer science- artificial intelligence, natural language processing etc.</i>
<i>Business Analysis</i>	<i>Introduction to methods and tools for the purposes of business analysis</i>
<i>E-business/ e-commerce</i>	<i>Introduction to models, strategies and issues related to e-business/ commerce</i>
<i>Other</i>	<i>Give module identifier and title, and specify components which are not covered above.</i>

Font Indicates added category to revised coding manual following pilot sample analysis