BIRKBECK COLLEGE
(UNIVERSITY OF LONDON)

BSc (Hons) Information Systems and Management

HANDBOOK
(2019/2020)

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CONTENTS

1. GENERAL INFORMATION

1.1 Welcome
Welcome to all students of the BSc Information Systems and Management. This BSc is an interdisciplinary degree taught jointly by the Department of Computer Science and Information Systems (DCSIS) and the Department of Management. Student intake began in October 1993 and the first graduation was in the summer of 1997. Both departments are contained in the School of Business, Economics and Informatics.

The Programme Director is Professor Stephen Maybank (sjmaybank@dcs.bbk.ac.uk, 020 7631 6446). Steve is a member of the Department of Computer Science and Information Systems which is located in the Main Building of Birkbeck College. The Programme Administrator is Zahra Syed (bsc@dcs.bbk.ac.uk, 020 7631 6722).

The Department of Management is located in the Clore Centre in Torrington Square, facing the Birkbeck College Main Building across the square. The admin team leader (undergraduate) is Simon Dunderdale (s.dunderdale@bbk.ac.uk, 020 7631 6528).

Any questions or queries concerning the programme should be directed to the Programme Administrator either on 020 7631 6722 or via email at bsc@dcs.bbk.ac.uk.

1.2. Enrolment
Enrolment can be carried out online at www.bbk.ac.uk/mybirkbeck. It is necessary to have a username and a password issued by IT Services. Enrolment should be carried out no later than 23rd September 2019, or within two weeks of notification from the Registry that you are eligible to enrol.

1.3. Fees/Finance
Fees may be paid by direct debit in instalments and this is probably the best method to adopt. Additional expenses will be incurred and in particular it is important to budget for the purchase of books. An amount of £250 - £300 per year is normal. The College may be able provide financial support. Please see http://www.bbk.ac.uk/student-services/financial-support/

1.4. Change of Address
If during the year you change your address from your enrolment address, please make sure you inform both the Registry and the Programme Administrator in the DCSIS. Failure to inform the Programme Administrator will mean that you may miss important information concerning the programme and the examinations.

1.5. Workloads
Please note that you are expected to work hard for your degree. As a minimum you are expected to devote at least as much time outside classes as in classes, i.e. 9 or 10 hours extra a week for the part time programme and 12 or 13 hours extra for the full time programme. Poor attendance at classes and too little study outside the classes usually lead to failure.

1.6. Opening Hours
The College Main Building, the DCSIS laboratories and the ITS workstation rooms are open from 7.00 am to midnight.

1.7. Beginning of Term
The autumn term starts the week beginning Monday 30th September 2019. There will be an induction evening, including a laboratory induction, for first year students on Monday 23rd September 2019.

1.8. International Students
International students (i.e. not home students and not EU students) must notify the BSc Administrator of any absences, including holidays, and any return, temporary or permanent, to their country of origin. This information will be passed to the UK Border Agency.

1.9. Moodle
Information about most modules can be found on the Moodle virtual learning environment. The login page is http://moodle.bbk.ac.uk/ . Further information about Moodle can be obtained from this page.

1.10. Coursework Deadlines
There are usually two deadlines for the submission of coursework. The mark for coursework submitted after the first deadline but before the second line is capped at 40% unless a claim for mitigation has been accepted. No coursework can be submitted after the second deadline. Unless otherwise stated, the second deadline is two weeks after the first deadline.
In the past disabled students have been granted two week extensions to deadlines on a regular basis. However, this policy is changed. New disabled students will not normally be granted a two week extension to deadlines on a regular basis. For continuing disabled students, the new policy for deadlines will apply from the 2018/19 academic year onwards.

1.11. Feedback on Assessment
Feedback on coursework is normally provided within four weeks of the deadline for submission of the piece of work in question. If a piece of work is submitted after the normal deadline then it may not be possible to provide feedback within four weeks. Feedback on end of year examinations, beyond the confirmed mark, is not normally provided.

1.12. Catch up Tests
For some modules students who miss a test or fail a test are offered a catch up test for which the mark is capped at 40% in the absence of an accepted claim for mitigation.

1.13. Mitigating Circumstances
Mitigating circumstances are circumstances that are outside a student's control and that significantly disrupt performance in an assessment. Examples are sudden illness and the death of a close relative. Any claim for mitigation should be submitted *within two weeks* after the assessment date or assessment deadline. Documentary evidence is required. Full details, including a claim form, are at www.bbk.ac.uk/registry/policies/documents under the two headings mitigating-circumstances and mit-circs-form.

1.14. Common Award Scheme
The regulations for Birkbeck degree programmes can be found at http://www.bbk.ac.uk/registry/policies/

It is useful to know the definitions of "retake" and "reassessment". If a failed module is retaken, then it is necessary to attend the lectures and to carry out all components of the assessment, even those components that were passed in a previous attempt. If a failed module is reassessed, then it is not necessary to attend the lectures and it is only necessary to carry out those components of the assessment that were failed. There is a cap at 40% on the mark for any component carried out in the reassessment, unless mitigating circumstances have been accepted. The marks for a retake are not capped. A student offered a reassessment may choose instead to retake the module in question. A fee will be charged for any retake module, in addition to the normal fees.

1.15. Retakes and Reassessments

Entry Year 2019/20: if a module is failed at the first attempt in 2019/20, then there will be an automatic reassessment in August or September 2020. This reassessment will count as a second attempt. At most four attempts at passing a module are allowed.

Entry Year 2018/19 or earlier: if a module is failed at the first attempt with a mark in the range 30% to 39% inclusive then a reassessment is permitted. If the mark is 29% or less, then a retake is required. At most three attempts at passing a module are allowed.

A student who is required to retake a module in 2020/21, and for whom 2020/21 is not the final year of study, can only register for at most 60 credits part time or at most 90 credits full time in 2020/21, including the credits for any modules that are retaken.

2. TIMETABLE: PART TIME AND FULL TIME

Term Dates
Autumn Term: Monday 30th September 2019 - Friday 13th December 2019
Spring Term: Monday 13th January 2020 - Friday 27th March 2020
Summer Term: Monday 27th April 2020 - Friday 10th July 2020

Summer term teaching
Final year students may have their graduation delayed if they choose summer term modules.

Final year project
The final year project, which is compulsory but not timetabled, has a value of 30 credits. There are four types of project:

1) Management
2) Information Systems Research
3) Information Systems Development
4) Computing

Students who choose a type 1 or type 2 project must also take the module Research Methods in Management in the preceding year. Students who choose a type 3 or a type 4 project are not required to take Research Methods in Management, but they may find it useful to do so. Please note that the RMM coursework includes the preparation of a proposal for a type 1 project. A second proposal would have to be prepared outside RMM for a type 2, type 3 or type 4 project, whichever is chosen.

Further information about the project can be found on the BSc ISM intranet at
http://www.dcs.bbk.ac.uk/dcswiki/index.php/BSc_ISM_Projects

Additional Modules
Level 5 modules in the CertHE in Information Technology or in the CertHE in Web Design Technology can be included as optional modules. See http://www.dcs.bbk.ac.uk/study/undergraduate

Lecture Rooms
Information about rooms can be found in MyBirkbeck. You are advised to check before each lecture because room bookings can change at short notice.

Credits
It is necessary to obtain at least 360 credits of which at least 120 credits must be at level 6. The total value of the modules taken in a single year cannot normally exceed 90 credits (part time) or 120 credits (full time). In these timetables, modules which are taught in a single term have a value of 15 credits, with the exception of Principles of Geographic Information Systems which is taught in a single term and has a value of 30 credits. Modules which are taught over two terms have a value of 30 credits.

Part Time Compulsory Modules

Part Time Year 1, Autumn Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon				
Tues	Introduction to Programming, 14.00-17.00 and repeated 18.00-21.00	Steve Maybank	None	4
Wed	Management Studies 1	Ian Harrison	None	4
Thu				
Fri				

Part Time Year 1, Spring Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon	Systems Analysis and Design I	Taolue Chen	None	4
Tues	Introduction to Computer Systems	Steve Maybank	None	4
Wed	Management Studies 2	Ian Harrison	None	4
Thu				
Fri				

Part Time Year 1, Summer Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon				
Tue				
Wed	Quantitative Methods	Chris Dewberry	None	4
Thu				
Fri				

Part Time Year 2, Autumn Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon				
Tues				
Wed				
Thu	E-Business	George Roussos	None	5
Fri				

Part Time Year 2, Spring Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon	Financial Accounting	Panagiota Makrychoriti, Tony Pamphilon	None	5
Tues				
Wed				
Thu	Software and Programming 1 (14.00 to 17.00 and repeated 18.00 to 21.00)	Roman Kontchakov	None	5
Fri	Marketing Principles and Practices	Bruno Schivinski, Riccardo Benzo	MS1, MS2	5

Part Time Year 2, Summer Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon				
Tues	Microeconomics for Business	Federica Rossi	None	5
Wed	Management Accounting	Karin Shields	None	5
Thu				
Fri				

Part Time Year 3, Autumn Term, compulsory module

Day	Module	Lecturers	Prerequisites	Level
Mon	Information Security	Igor Razgon	None	6
Tues				
Wed				
Thu				
Fri				

Part Time Year 3, Spring Term, compulsory module

Day	Module	Lecturers	Prerequisites	Level
Mon				
Tues				
Wed	Systems Analysis and Design II	Andrea Cali	SAD1	5
Thu				
Fri				

Part Time Year 3, Summer Term, compulsory module

Day	Module	Lecturers	Prerequisites	Level
Mon				
Tues				
Wed				
Thu				
Fri	Research Methods in Management* (see below)	Marion Frenz	QM, MS1, MS2	6

Research Methods in Management is obligatory for those students who intend to choose a type 1 project (Management) or a type 2 project (Information Systems Research).

Students must select 45 credits of optional modules if they are taking Research Methods in Management, or 60 credits of optional modules if they are not.

Part Time Year 4, Autumn Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon	Strategic Management	Ian Harrison	MS1, MS2	6
Tues	Professional Issues in Computing	Brian Gannon	None	6
Wed				
Thu	Strategic Information Systems	Dave Wilson	None	6
Fri				

Part Time Year 4, Spring Term, compulsory modules: None

Students must select a 15 credit optional module. Students must also complete a 30 credit project.

Full Time Compulsory Modules

Full Time Year 1, Autumn Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon				
Tues	Introduction to Programming 14.00-17.00 and repeated 18.00 to 21.00	Tingting Han	None	4
Wed	Management Studies 1	Ian Harrison	None	4
Thu	E-Business	George Roussos	None	5
Fri				

Full Time Year 1, Spring Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon	Systems Analysis and Design I	Taolue Chen	None	4
Tues	Introduction to Computer Systems	Steve Maybank	None	4
Wed	Management Studies 2	Ian Harrison	None	4
Thu	Software and Programming 1 (14.00 to 17.00 and repeated 18.00 to 21.00)	Carsten Fuhs	None	5
Fri				

Full Time Year 1, Summer Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon				
Tue				
Wed	Quantitative Methods	Chris Dewberry	None	4
Thu				
Fri				

Full Time Year 2, Autumn Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon	Information Security	Igor Razgon	None	6
Tues				
Wed				
Thu				
Fri				

Full Time Year 2, Spring Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon	Financial Accounting	Panagiota Makrychoriti, Tony Pamphilon	None	5
Tues				
Wed	Systems Analysis and Design II	Andrea Cali	SAD1	5
Thu				
Fri	Marketing Principles and Practices	Bruno Schivinski, Riccardo Benzo	MS1, MS2	5

Full time Year 2, Summer Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon				
Tues	Microeconomics for Business	Federica Rossi	None	5
Wed	Management Accounting	Karin Shields	None	5
Thu				
Fri	Research Methods in Management* (see below)	Marion Frenz	QM, MS1, MS2	6

* Research Methods in Management is obligatory for those students who intend to choose a type 1 project (Management) or a type 2 project (Information Systems Research).

Students must select a 15 credit optional module if they are taking Research Methods in Management, or 30 credits of optional modules if they are not.

Full Time Year 3, Autumn Term, compulsory modules

Day	Module	Lecturers	Prerequisites	Level
Mon	Strategic Management	Ian Harrison	MS1, MS2	6
Tues	Professional Issues in Computing	Brian Gannon	None	6
Wed				
Thu	Strategic Information Systems	Dave Wilson	None	6
Fri				

Students must select 45 credits of optional modules. Students will also complete a 30 credit project.

Full Time Year 3, Spring Term, compulsory modules: none

Option Modules

Part Time and Full Time Autumn Term, optional modules

Day	Module	Lecturers	Prerequisites	Level
Mon	Introduction to Semantic Technologies	Michael Zakharyaschev	None	6
Mon	Wireless and Mobile Computing 14.00 to 17.00	George Roussos	SP1, SP2, CN and also IS is recommended	6
Tue	Introduction to Data Analytics Using R, 13:30 to 17.00 and 18:00 to 21:00	Tingting Han	ITP or SP1	6
Tue	Financial Management (The second half of this 30 credit module runs in the spring term.)	Qian Guo	QM, Microecon, Macroecon, FA, MA	6
Wed	Marketing Strategy	Peter Trim	MPP	6
Wed	Programming Language Paradigms	Keith Mannock	SP2	6
Wed	Software and Programming II	Carsten Fuhs	SP1	6
Thu	Organizational Behaviour	Patrick Tissington	None	5
Thu	Interactive Systems Design	George Magoulas	SAD1	6
Thu	Software Engineering I	Taolue Chen	SP1, ICS	5
Fri	Data Structures and Algorithms	Igor Razgon	ITP or SP1	5
Fri	Enterprise Computing	Keith Mannock	SP2 and knowledge of JavaScript	6
Fri	International Financial Management	Ellen Yu	FA, QM, Micro, Macro	6

Part Time and Full Time Spring Term, optional modules

Day	Module	Lecturers	Prerequisites	Level
Mon	Management of Innovation	Marion Frenz, helen Lawton-Smith, daniele Archibugi	MS1, MS2	6
Mon	Computer Organization and Systems Software	Cen Wan	ICS	5
Mon	Principles of Geographical Information Systems (Sch. of Geography. 30 credit module.)	Joana Barros Sam Waples	None	6
Mon	Database Management	Peter Wood	1st module in programming and 1st module in analysis and design	6
Tue	Financial Management (The first half of this 30 credit module runs in the autumn term.)	Qian Guo	QM, Microecon, Macroecon, FA	6
Tue	Macroeconomics for Business	Luca Andriani, Alban Asllani, Joannis Bournakis, Issam Malki	None	5
Tue	Software and Programming III (13.30-17.00, repeated on Thursdays in the spring term 18.00-21.00)	Keith Mannock	SP2 and study of the primer course	6
Thu	Employment Relations and Human Resources Management	John Kelly, Fiona Colgan, Horea Voskeritsian	MS1, MS2	5
Thu	Software and Programming III (18.00-21.00, repeated on Tuesdays in the spring term 13.30-17.00)	Keith Mannock	SP2 and study of the primer course	6
Thu	Concepts of Machine Learning	George Magoulas	Knowledge of mathematical concepts and statistics	6
Fri	Computer Networking	Andrea Cali	None	5
Fri	Cloud Computing Concepts	Stelios Sotiriadis	SP2	6

Part Time and Full Time Summer Term, optional modules

Day	Module	Lecturers	Prerequisites	Level
Mon				
Wed	Operations Management	Sorin Piperca	MS1, MS2	5
Thu	International Business	Paz Estrella Tolentino	Microecon, Macroecon	6
Fri	Commercial Law for Business	Karin Shields	None	5
"	Research Methods in Management* (see below)	Marion Frenz	QM, MS1, MS2	6

* Research Methods in Management is obligatory for those students who intend to choose a type 1 project (Management) or a type 2 project (Information Systems Research).

3. COMPULSORY MODULES

The compulsory modules are listed below. The DCSIS modules are given first, followed by the Department of Management modules. The DCSIS module summaries can be found at

https://www.dcs.bbk.ac.uk/study-with-us/undergraduate/bsc-information-systems-and-management/#course-actions

The DoM module summaries can be found at:

http://www.bbk.ac.uk/management/study-here/undergraduate/modules

The information in the module summaries may change. In particular, you are advised **not** to purchase books until after the first meeting of any particular module. Confirmation of the recommended books should be provided in the first meeting.

DCSIS compulsory modules

E-business
Information Security
Introduction to Computer Systems
Introduction to Programming
Professional Issues in Computing
Project (if type 2, 3 or 4 chosen)
Software and Programming I
Systems Analysis and Design I
Systems Analysis and Design II

Department of Management compulsory modules

Financial Accounting
Management Accounting
Management Studies 1
Management Studies 2
Marketing Principles and Practices
Microeconomics for Business
Project (if type 1 chosen)
Quantitative Methods
Research Methods in Management (if a project of type 1 or 2 is chosen)
Strategic Management

E-business

Short name: EB
SITS code: COIY042H5
Credits: 15 credits
Level: 5
Module leader: George Roussos
Lecturer(s): George Roussos
Online material: https://moodle.bbk.ac.uk/course/view.php?id=16683

Module outline
The module is an introduction to the basic concepts of e-business and e-commerce, including presentation and discussion of the strategies and technologies involved. It discusses basic concepts of e-commerce, discusses and explains theoretical and practical issues of conducting business over the internet and the Web, and presents methods for evaluating user needs. Topics covered include:

Aims
The aim of this module is to present and discuss concepts and challenges of e-business, including a balanced coverage of both the technical and the management (operational, tactical and strategic) aspects of successful e-business. It covers business strategies, and technologies involved in the design and deployment of business on the internet and World Wide Web.

Assessment
A 4000-word essay (25%) and a two-hour written examination (75%)

Recommended reading
Schneider G (2009), E-business, 8th edition.

Information Security

Short name: ISEC
SITS code: COIY045H6
Credits: 15 credits
Level: 6
Module leader: Igor Razgon
Lecturer(s): Igor Razgon
Online material: https://moodle.bbk.ac.uk/course/view.php?id=25442

Aims
Information security is about protecting information (and information systems) against unauthorised access and tampering. Avoiding security breaches has a high priority for organisations storing and handling confidential data. This module provides students with an introduction to information security. This covers technical aspects, such as cryptography, but also extends to management aspects, such as security policies, as having the technical infrastructure in place is only part of the solution. Students will learn how to employ technical solutions effectively in an organisation-wide context.

Syllabus
- Overview of Information Security
- Access Control Matrix Model
- Security Policies
- Social Engineering
- Basic Cryptography
- Identity Management
- Access Control Mechanisms
- Confinement
- Assurance and Trust
- Network Intruders and Intrusion Detection
- Firewalls and Malicious Software
- Cryptographic Protocol Concepts

Prerequisites : none

Assessment
Two-hour written examination (80%) and practical coursework (20%).

Recommended reading
- Keith M. Martin, Everyday Cryptography: Fundamental Principles and Applications, 2012, ISBN 978-0-19-969559-1
- Ross Anderson, Security Engineering 2nd edition, John Wiley & Sons, 2008, ISBN 978-0-470-06852-6
- William Stallings, Cryptography and Network Security 5th edition, Pearson, 2010, ISBN 978-0136097044
- Matt Bishop, Computer Security: Art and Science, Addison-Wesley, 2002, ISBN 978-0201440997
- Bruce Schneier, Applied Cryptography, John Wiley & Sons, 1996, ISBN 0-471-11709-9

Introduction to Computer Systems

Short name: ICS
SITS code: BUCI008H4
Credits: 15 credits
Level: 4
Module leader: Steve Maybank
Lecturer(s): Steve Maybank
Online material: http://www.dcs.bbk.ac.uk/~sjmaybank/ICS/introduction to computer systems.html

Syllabus
- history of computing
- number representations
- Boolean algebra
- data storage
- structure of a computer
- file management
- algorithms
- relational databases

Prerequisites
None

Timetable
All dates and timetables are listed in the programme handbooks of individual programmes.

Assessment
One two-hour written examination (80%) and an in-class test (20%)

Recommended reading
- Brookshear, J.G. and Brylow, D. B. (2015), Computer Science: an overview, 12th edition, Pearson.

Introduction to Programming

Short name: ITP
SITS code: BUCI007H4
Credits: 15 credits
Level: 4
Lecturer(s): Steve Maybank
Online material:
http://www.dcs.bbk.ac.uk/~sjmaybank/ITP autumn 20219/introduction to Programming.html
http://www.dcs.bbk.ac.uk/~sjmaybank/ITP spring 2020/introduction to Programming.html

Module outline
On successful completion of the module a student will be expected to i) understand and explain elementary programming in a high level programming language, algorithms, and programming building blocks; ii) develop and apply logical and algorithmic thinking in order to solve problems, formalise and express high-level algorithmic concepts in a programming language; iii) design, implement and execute programmes for simple task in a high level language, comprehend, test and debug simple programs; and iv) manage his or her own workload to a prescribed deadline, cater for unexpected set-backs, recognise and analyse criteria and specifications appropriate to specific problems and plan strategies for their solution.

Aims
To obtain practical skills and experience of designing and implementing simple programs in a high level programming language

Syllabus
- context of Python
- integrated development environment
- variables
- number types
- arithmetic and Boolean operations
- if statements
- loops
- functions
- arrays
- examples of algorithms

Prerequisites
None

Assessment
One two-hour written examination (70%), an in-laboratory test (20%) and lab attendance (10%)

Recommended reading
Horstmann, C. and Necaise, R. (2014), Python for Everyone, 2nd Edition. Wiley.

Professional Issues in Computing

Short name: PIC
SITS code: COIY030H6
Credits: 15 credits
Level: 6
Module leader: Brian Gannon
Lecturer(s): Brian Gannon
Online material: https://moodle.bbk.ac.uk/course/view.php?id=16677

Module outline
This module aims to raise awareness of social legal, ethical and economic implications of computing in modern society. It highlights the responsibilities and issues facing IT professionals and computer scientists in industry. This course comprises a combination of lectures over a single term.
This course is a keystone of the BSc in Information Systems & Management and the BSc in Computing, building on management and Information Systems (IS) skills that students have developed in earlier programme modules, and grounding these in topical and relevant practice-based examples.

Aims
Following study of the unit students will be understand the role of the IS professional in society and industry. It has a practical focus, grounded in real life examples/case studies, and aims to:
*   provide awareness of the origins of the profession, and the developments that have led to the prevalence of IS in the modern world;
*   highlight practical challenges faced in developing IS, and assess causes that lead to IS failure;
*   present an overview of legal issues associated with the IS profession, including those associated with Intellectual Property, Freedom of Information and Data Protection;
*   present an overview of issues relating to cybercrime and computer misuse;
*   highlight commercial issues in IS, including contracts and liability;
*   examine wider ethical issues in IS, such as those associated with digital surveillance;
*   provide an overview of roles and career paths for IS professionals.

Syllabus
*   Computer technology in context of technology revolutions
*   Brief history of IS in society and industry
*   IS in everyday life and why IS fail
*   Freedom of Information
*   Data Protection
*   Intellectual Property
*   Computer Misuse
*   Computing contracts
*   Digital Surveillance
*   Computer ethics

Coursework
*   Multiple choice in-class test at end of term (10%)
*   In-class group presentations (10%)

Assessment : Examination (80%); Test (10%); Presentation (10%)

Recommended reading
Sara Baase: A Gift of Fire: International Version: Social, Legal, and Ethical Issues for Computing and the Internet, Pearson, 4th edition (2013)
David Bainbridge: Introduction to Computer Law, Pearson Longman, 2004.

Frank Bott: Professional Issues in Information Technology, BCS, 2014 (2nd edition)
Project Information Systems and Management

Short name: PROJISM
SITS code: COIY032S6
Credits: 30 credits
Level: 6
Module leader: Oded Lachish

Module outline
The final year project, which is compulsory but not timetabled, has a value of 30 credits.

There are four types of project:

1. Management;
2. Information Systems Research;
3. Information Systems Development;
4. Computing.

Students who choose a type 1 or type 2 project must also take the module Research Methods in Management in the preceding year. Students who choose a type 3 or a type 4 project are not required to take Research Methods in Management, but they may find it useful to do so. Please note that the RMM coursework includes the preparation of a proposal for a type 1 project. A second proposal would have to be prepared outside RMM for a type 2, type 3 or type 4 project, whichever is chosen.

Software and Programming I

Short name: SP1
SITS code: COIY018H5
Credits: 15 credits
Level: 5
Module leader: Roman Kontchakov
Lecturer(s): Roman Kontchakov
Online material: http://www.dcs.bbk.ac.uk/~roman/sp1/

Aims

On successful completion of this module, student should be able to understand and explain basic procedural and object-oriented features of the Java programming language. In addition, they will be able to edit, compile and run small Java programs using the BlueJ integrated development environment.

Syllabus

- review of primitive data types and arrays
- branching and loops
- objects and classes
- methods and constructors
- instance and static variables and methods
- public and private access
- inheritance and polymorphism
- exception handling
- strings and input/output
- basic data structures and algorithms
- recursion

Prerequisites

None. However, a general familiarity with computer programming is assumed and successful completion of the module "Introduction to Programming" would be advantageous.

Assessment

Examination (75%) and coursework, including two in-class tests (25%)

Recommended reading

Horstmann, C. (2010), Java for Everyone. Wiley. ISBN 978-0-471-79191-1

Systems Analysis and Design I

Short name: SAD I
SITS code: COIY016H4
Credits: 15 credits
Level: 4
Module leader: Taolue Chen
Lecturer(s): Taolue Chen
Online material: http://www.dcs.bbk.ac.uk/~taolue/SADI/SADI.htm

Module outline
The goal of this module is to introduce the basic concepts of information systems and basic techniques for systems analysis & design.

Aims
On completion of this course a sound student will
- have a preliminary understanding of object oriented technology;
- know a process through which information systems are developed;
- be able to build requirements models for information systems using UML 2.

Syllabus
- What Are Information Systems
- Problems in Information Systems Development
- Avoiding the Problems
- What Is Object-Orientation
- Modelling Concepts
- Requirements Capture
- Requirements Analysis
- Refining the Requirements Model
- Object Interaction
- Specifying Operations
- System Design
- Human Computer Interaction
- Software Development Methodologies

Prerequisites
None

Coursework
The coursework includes two in-class tests and one group project.

Assessment
Coursework (20%) and Examination (80%).

Recommended reading
Bennet S, McRobb S & Farmer R (2010): Object-Oriented Systems Analysis and Design using UML, 4/e, McGraw-Hill. ISBN 0077125363

Systems Analysis and Design II

Short name: SAD II
SITS code: COIY019H5
Credits: 15 credits
Level: 5
Module leader: Andrea Calì
Lecturer(s): Andrea Calì
Online material: https://moodle.bbk.ac.uk/course/view.php?id=16669

Module outline
This module serves as a link between the modules taught by management and those taught in the DCSIS by treating technical subjects from an organisational perspective.

Aims
On completion of this course a student will:
- Understand the need and processes of factoring systems into architectures and layers.
- be able to Normalise Data Structures to the third Normal Form.
- know how to design classes for an object oriented systems.
- know to use a Statechart to define object and class behaviour.
- be able to express detailed process logic in multiple forms e.g Structured English, Decision Tables
- be able to develop PERT and GANNT charts and explain the organisational issues surrounding project management.
- understand the form use and purpose of middleware in modern organisations and be and be able to make appropriate decisions about its evaluation and deployment.
- have an insight into the meaning of Knowledge Management in modern organisations.

Syllabus
- Architectures and Layers. Normalisation.
- Object Design.
- Detailed Process Design.
- Software Testing.
- Quality Management.
- Project Management Techniques.
- Managing Projects.
- Prototyping.
- Performance, Measurement & Evaluation.
- Knowledge Management.
- Cost-Benefit Analysis.
- Human-Computer Interaction.

Prerequisites
Systems Analysis and Design I

Coursework
Two in-class tests

Assessment
75% examination and 25% in-class tests

Recommended reading
Bennet S, McRobb S & Farmer R (2006): Object-Oriented Systems Analysis and Design using UML, 3/e, McGraw-Hill. ISBN 0077110005.

Financial Accounting

Short name: MAN-FA
SITS code: BUMN082H5
Credits: 15 credits
Level: 5
Lecturer(s): Panagiota Makrychoriti
Online material: http://www.bbk.ac.uk/study/modules/bumn/BUMN082H5

Module description
Our key objective for this course is that you come out of it with a very clear understanding of the basics of accounting. You will learn how to identify the financial information relevant to a wide range of business issues, use this information effectively for decision-making and to recognise the limitations of such information.

Learning objectives
By the end of this module, you will:
- understand the fundamental principles of financial accounting
- be able to prepare key financial statements from basic information
- understand how subsidiary accounts are consolidated
- be able to analyse and interpret company accounts
- be able to classify different types of costs and conduct break even analysis
- understand the different ways in which overheads can be allocated
- be able to prepare budgets and interpret variances from budget.

Prerequisites
None

Assessment: a mid-term test (25%) and final unseen examination (75%)

Recommended reading
McLaney, Eddie and Atrill, Peter, *Accounting: An Introduction* (sixth edition) (Pearson)

Management Accounting

Short name: MAN-MA
SITS code: BUMN083H5
Credits: 15 credits
Level: 5
Lecturer(s): Karin Shields
Online material: http://www.bbk.ac.uk/study/modules/bumn/BUMN083H5

Module description
This module covers the nature and classification of costs, break-even analysis, allocation of overheads, preparing and using budgets, variance analysis and investment appraisal. It discusses the use of accounting data and information in the planning and control functions of management and the decision-making process; the application of different management accounting techniques; and the role of management accounting within the overall function of management.

Learning objectives
By the end of this module, you will be able to:
* explain the role of management accounting within an organisation and the needs for management information
* understand the principles of costing and apply them in straightforward scenarios
* understand the basic principles of performance management
* understand the basic principles of budgeting and apply them

Prerequisites
None

Assessment: a mid-term test (25%) and final unseen examination (75%)

Recommended reading
McLaney, Eddie and Atrill, Peter, *Accounting: An Introduction* (sixth edition) (Pearson)

Management Studies 1

Short name: MAN-MS1
SITS code: BUMN077H4
Credits: 15 credits
Level: 4
Lecturer(s): Ian Harrison
Online material: http://www.bbk.ac.uk/study/modules/bumn/BUMN077H4

Module description
This module provides an introduction to management theory and practice. It serves as a foundation upon which Management Studies II and more specialised modules are built and covers: theoretical models of management, the fundamentals of resource management and allocation, planning, strategy and decision-making, and organisation culture and structure.

Aims
The aims of the module are to:
- introduce the social scientific study of management
- provide you with a good understanding of basic management concepts and practices, and the role and function of management across a wide range of organisations
- equip you with a range of tools that will enable you to relate your work and management experiences to current management concepts and theories.

Learning objectives
By the end of this module, you will:
- understand the ways in which different aspects of management behaviour have been analysed by social scientists
- appreciate different ways of thinking about contemporary issues in management and organisations
- understand the importance of management in organisations and the connections between different management functions
- better understand current practices in your own organisation.

Assessment: a 1500-word coursework essay (30%) and a two-hour examination

Recommended reading
Boddy, D., *Management: An Introduction*, 7th edition, Pearson Education, 2017. (Note: you will need to purchase this text, which is also required for Management Studies II.)
Other readings will be made available during the module.

Management Studies 2

Short name: MAN-MS2
SITS code: BUMN078H4
Credits: 15 credits
Level: 4
Lecturer(s): Ian Harrison
Online material: http://www.bbk.ac.uk/study/modules/bumn/BUMN078H4

Module description
This module explores a range of issues around current management theory and practice. With Management Studies I it serves as a foundation upon which more specialised modules are built, and covers human resource management; leadership; teams; marketing; change management; innovation; e-business; corporate governance and social responsibility; financial management and performance measurement.

Aims
The aims of this module are to:
- build on the topics covered in Management Studies I
- provide you with a good understanding of basic management concepts and practices and the role and function of management in a wide range of organisations
- equip you with a range of tools that will enable you to relate your work and management experiences to current management concepts and theories.

Learning objectives
By the end of this module, you will:
- understand the ways in which different aspects of management behaviour have been studied and analysed by social scientists
- appreciate different ways of thinking about contemporary issues in management and organisations
- understand the importance of management in organisations and the connections between different management functions
- develop a more critical, analytical approach to thinking about contemporary issues in management and organisations
- better understand current practices in your own organisation.

Prerequisites
Management Studies I

Assessment: a 1500-word coursework essay (30%) and a two-hour examination (70%)

Recommended reading
Boddy, D., *Management: An Introduction*, 7th edition, Pearson Education, 2017. (NOTE: you will need to purchase this text, which is also required for Management Studies I.)
Other readings will be made available during the module.

Marketing Principles and Practices

Short name: MAN-MPP
SITS code: MOMN043H5
Credits: 15 credits
Level: 5
Lecturer(s): Bruno Schivinski
Online material: http://www.bbk.ac.uk/study/modules/MOMN/MOMN043H5.html

Module description
This module provides you with a general understanding of the basic concepts and practices of marketing and the marketing management process. It also provides an overview of the operation of the marketing function and its relationship with other functions across a wide range of organisations. The course encourages you to apply marketing thinking to organisational management with particular emphasis on an analytical approach.

Topics addressed include: understanding the role of marketing in organisations; the marketing environment; the psychology of buyer behaviour; analysing market segmentation and positioning; the marketing mix; fundamental principles of market research; formulating marketing strategy; and international marketing.

Learning objectives
By the end of the module, you will be able to:
- demonstrate an understanding of the fundamental importance and role of marketing in organisations, and link theory and practice
- outline the classical marketing approach and recent developments to this
- analyse marketing opportunities
- demonstrate an understanding of buyer behaviour and apply a customer focus
- describe the fundamental principles of market research
- analyse marketing segmentation and positioning
- discuss the need for a professional approach to marketing (including areas such as product and branding, pricing, managing distribution, and crafting a promotion strategy)
- evaluate the impact of new technologies and globalisation on the marketing function.

Prerequisites: Management Studies I and Management Studies II, or Introductions: Understanding the Business World

Assessment: 2500-word coursework (35%) and a two-hour written examination (65%). The coursework is an essay on a relevant marketing or marketing-related theme.
Recommended reading
The lecture notes and seminar exercises based on case studies represent the main study material of this module.

Main textbook
Masterson, R. and Pickton, D., *Marketing: An Introduction* (third edition) (London: SAGE, 2014). ISBN: 9781446296424.
Companion website.

Further reading
Baines, P., Fill, C. and Page, K., *Essentials of Marketing* (Oxford: Oxford University Press, 2013).
Brassington, F. and Pettitt, S., *Principles of Marketing* (fourth edition) (London: F.T. Prentice Hall, 2006).
Palmer, A., *Introduction to Marketing: Theory and Practice* (third edition) (Oxford: Oxford University Press, 2012).

Microeconomics for Business

Short name: MAN-MEB
SITS code: MOMN012H5
Credits: 15 credits
Level: 5
Lecturer(s): Federica Rossi
Online material: http://www.bbk.ac.uk/study/modules/momn/MOMN012H5

Module description
This module covers basic microeconomics concepts and models: demand, supply, and market equilibrium analysis; production and cost analysis; profit maximisation in various market structures; strategic interaction; and market failures.

Some basic mathematical techniques are used in the module (such as basic algebraic manipulation, linear and quadratic equations, systems of equations, differentiation). You are advised to revise them in advance. The College offers introductory optional mathematics courses before and during the autumn term. Please contact us for details.

Learning objectives
By the end of this module, you will:
- appreciate the practical utility of traditional and modern microeconomic tools to identify and implement appropriate business strategies in a given situation
- understand the basic microeconomic concepts that describe the behaviour of economic agents (consumers, firms) and markets, and have a more rigorous understanding of the economic forces shaping real-world business decisions
- have developed widely transferable analytical and critical thinking skills.

Assessment
one mid-term examination (30%) and a two-hour final examination (70%)

Recommended reading
Readings will be advised before the start of the module. A good textbook to browse in advance (available from the library) is:
Baye, M. and Prince, J. *Managerial Economics and Business Strategy* (eighth edition, or any of the previous editions) (McGraw-Hill, 2013).

Project Information Systems and Management

Short name: PROJISM
SITS code: COIY032S6
Credits: 30 credits
Level: 6
Module leader: Marion Frenz
Online material: https://www.dcs.bbk.ac.uk/intranet/index.php/Student_Projects

Module outline
The final year project, which is compulsory but not timetabled, has a value of 30 credits.

Students who choose a type 1 project must also take the module Research Methods in Management in the preceding year.

Type 1: Management projects (BSc in ISM only)
A Management project involves purely management (as opposed to computing) elements and is supervised by the Department of Management. Students undertaking a Type 1 project are required to take the module Research Methods in Management prior to enrolling for the project module. Students who are considering a Type 1 project should contact the Department of Management Undergraduate Team Leader, Marion Frenz.

Quantitative Methods

Short name: MAN-QM
SITS code: MOMN022H4
Credits: 15 credits
Level: 4
Lecturer(s): Chris Dewberry
Online material: http://www.bbk.ac.uk/study/modules/MOMN/MOMN022H4.html

Module description
The aims of this module are to:
- provide you with an understanding of core statistical principles and ideas
- enable you to summarise quantitative data effectively and appropriately
- enable you to input and analyse data using a widely used statistical software package (SPSS)
- enable you to understand and interpret the results of a number of statistical analyses when the results are outputted by SPSS, and to report the results appropriately
- enable you to select appropriate statistical methods for a range of different problems and data types
- introduce you to a range of different statistical methods and tests including graphical techniques for displaying data, Pearson's correlation coefficient, simple regression, multiple and sequential regression, chi-square, t-tests and ANOVA, exploratory and confirmatory factor analysis, path analysis and structural equation modelling.

Learning objectives
By the end of this module, you will be able to:
- explain the difference between descriptive and inferential methods of data analysis
- explain the meaning of categorical data and describe several graphical and non-graphical methods for summarising and presenting categorical data
- explain the meaning of continuous data and describe a number of graphical and non-graphical methods for summarising and presenting continuous data
- understand and interpret frequency distributions
- distinguish between statistical samples and populations
- explain what is meant by a confidence interval
- explain the meaning of research hypotheses and significance testing, and describe the relationship between statistical significance, statistical power, sample size, and effect size
- input data into SPSS and open SPSS data files
- carry out exploratory data analysis using SPSS and interpret the results of this analysis
- carry out some simple data transformations using SPSS
- identify when to use and how to carry out using SPSS, how to report, and how to interpret the following: Pearson correlation, simple regression, multiple regression, hierarchical regression, logistic regression, exploratory factor analysis, chi-square test, independent and paired samples t-test, independent and repeated measures one-way ANOVA, and independent samples factorial ANOVA
- explain the basic principles of path analysis and structural equation modelling.

Assessment: a two-hour multiple choice test (100%)

Recommended reading
Dewberry, C., *Statistical Methods for Organizational Research: Theory and Practice* (London, Rutledge, 2004).
Field, A., *Discovering Statistics Using SPSS* (London, Sage, 2009).

Research Methods in Management

Short name: RMM
SITS code: MOMN035H6
Credits: 15 credits
Level:
Lecturer(s): Marion Frenz
Online material: http://www.bbk.ac.uk/study/modules/momn/MOMN035H6

Module description
This module provides you with the necessary skills to design and complete your own research project. It will also help you to evaluate the quality of published research in the area of business and management. We discuss how to design research questions and how to write a critical literature review.
We further explore how the steps in research design are influenced by your research question and by different research traditions. The most common research strategies in management studies are survey and case study strategies, and these are covered in greater depth in the course. We also discuss different data collection methods - observations, interviews and questionnaires - and analysis techniques.
The module also explains ethical issues that arise when research involves the participation of individuals.

Learning objectives
By the end of this module, you will be able to:
- formulate and test the feasibility of research questions
- write a critical review of the literature
- collect primary and secondary information
- apply a range of qualitative and quantitative analyses techniques
- take into account research ethics.

Prerequisites: Management Studies I, Management Studies II and Quantitative Methods

Assessment: a 500-word essay (25%) and a 2000-word essay (75%)

Key reading
Saunders, M., Lewis, P. and Thornhill, A., *Research Methods for Business Students* (latest edition) (Pearson Education).

Further reading
De Vaus, D., *Research Design in Social Research* (Sage Publications, 2001).
Myers, M., *Qualitative Research in Business and Management* (Sage Publications, 2009).
Saunders, M. and Lewis, P., *Doing Research in Business and Management: An Essential Guide to Planning Your Project* (Pearson Education, 2012).

Strategic Management (Undergraduate)

Short name: MAN-SM
SITS code: MOMN069H6
Credits: 15 credits
Level: 6
Lecturer(s): Ian Harrison
Online material: http://www.bbk.ac.uk/study/modules/MOMN/MOMN069H6.html

Module description
This module introduces theories of strategic management as practised in business organisations.
The module makes use of lectures and seminar groups: lectures will outline and explore the relevant theories and concepts that underpin strategic management; seminar groups will provide you with the opportunity to develop your strategic thinking skills via a strategy simulation game and the analysis and discussion of business case studies.

Indicative module content
- Strategic thinking and decision making
- Tools for strategic analysis
- Strategy formulation
- Functional, business and corporate level strategies
- International and global strategy
- Innovation
- Organisational structure and culture
- Strategy implementation

Learning objectives
By the end of this module you will:
- have developed a strategic way of thinking
- have a sound grasp of the theories and concepts that form the basis of strategic management
- be able to understand the broad range of theoretical approaches to strategic management and the contributions of significant writers on strategic management
- be able to analyse case studies of strategies in organisations in the context of the relevant theories and models and practically apply the knowledge and skills acquired during the module
- have developed report writing and presentation skills and the ability to work in small strategic teams.

Prerequisites:
Management Studies I and Management Studies II or Introductions: Understanding the Business World

Assessment: a team report (35%) and a two-hour examination (65%)

Recommended reading
Johnson, G., Whittington, R., Sholes, K., Angwin, D. and Regner, P., *Exploring Strategy - Text and Cases*, 11th edition, Pearson Education, 2017. (Note: you will be required to purchase this text.)
Other readings and resources will be made available during the module.

4. STUDENT SUPPORT

Student Services at Birkbeck encompass a wide range of services within Birkbeck, aimed at supporting students' learning experience and personal development.

Advice Service
Our trained advisors are on hand to provide information and advice about many aspects of your studies at Birkbeck including but not limited to: application and enrolment process, applying for government loans and financial support from the College, and payment options.
Where we cannot answer questions immediately, we will either get back to you with an answer or refer your query to a specialist team who can.

Ask us a question, call us on 020 3907 0700 or come along to our drop-in sessions for help and support. Alternatively, please visit our website for further information.

Careers and Employability Service
We provide comprehensive careers advice, events and information services both in person and online. The service is free and available to all Birkbeck students and recent graduates.
To find out how we can help you to enhance your career development and employability ask us a question or visit the Students' Employability Space. Alternatively, please visit our website for further information.

Counselling Service
We offer a free, non-judgmental and confidential counselling service to support you with emotional or psychological difficulties during your time at university.
To make an appointment for an initial consultation, please email counselling-services@bbk.ac.uk with your name, student ID, gender and telephone number. Alternatively, please visit our website for information about the service including a comprehensive selection of self-help resources which may be useful in gaining a greater understanding of the personal challenges you are facing and the ways in which you can think about addressing them.

Disability and Dyslexia Service
At Birkbeck we welcome students with disabilities and we are committed to helping you seize the opportunities that studying here presents. Regardless of your condition, our experienced, understanding and welcoming staff are here to support you during your studies.
To make an appointment, please contact the Wellbeing Team from your My Birkbeck profile by clicking on 'Ask us' and selecting 'New Ask' or call us on 020 3907 0700. Alternatively, please visit our website for information about a Study Support Plan, Disabled Students' Allowance, free dyslexia screening and more.

Study Skills
Through a range of workshops, accessible learning materials, and one-to-one meetings, our Learning Development Service is here to help you to fulfil your potential in a number of ways while studying at Birkbeck. Visit our Learning Skills module on Moodle for resources that will help you build academic skills and increase academic performance.
Ask us a question, call us on 020 3907 0700 or visit our website for advice and support with study skills.

Mental Health Advisory Service
We provide specialist advice and support in a safe, non-judgemental environment. Like the Counselling Service, we are here to help you when you are going through emotional or psychological difficulties. The main difference between our services is that the emphasis of our work is on practical support, rather than therapeutic interventions, to enable you to progress through your studies.

To make an appointment, please contact the Wellbeing Team from your My Birkbeck profile by clicking on 'Ask us' and selecting 'New Ask' or call us on 020 3907 0700. For further information about the service, please visit our website.

Nursery Service
We understand that studying while caring for a child or children can be especially challenging and so we offer an affordable, professional evening nursery service, based in our central London campus, for children aged from two to six years.

For further information and contact details, please visit our website.

5. SUPPORT FOR STUDENTS WITH DISABILITIES, DYSLEXIA AND MENTAL HEALTH NEEDS
At Birkbeck there are students with a wide range of disabilities, specific learning difficulties, medical conditions and mental health conditions (hereinafter referred to as disabled students). Many of them have benefited from the advice and support provided by the College's Wellbeing Centre. The Wellbeing Centre is located in G26 on the Ground floor of the Malet Street building.

All enquiries should come to the Wellbeing Centre (tel. 0207 631 6316), who will determine the appropriate referral to specialists in the Disability and Dyslexia Service and Mental Health Service. They can provide advice and support on travel and parking, physical access, the Disabled Students' Allowance, specialist equipment, personal support, examination arrangements, etc.

On enrolment you need to complete a Study Support Plan (SSP), which will set out the reasonable adjustments that we will make with physical access, lectures, seminars, assessments and exams. After you complete this and provide disability evidence, we confirm the adjustments you require and then your department, examinations office, etc. will be informed that your SSP is available and adjustments can be made. You should contact the Wellbeing Service if any of your adjustments are not in place.

Access at Birkbeck
Birkbeck's main buildings have wheelchair access, accessible lifts and toilets, our reception desks and teaching venues have induction loops for people with hearing impairments, and we have large print and tactile signage. Accessible parking, lockers, specialist seating in lectures and seminars and portable induction loops can all be arranged by the Disability & Dyslexia Service.

The Disabled Students' Allowance
UK and EU (with migrant worker status) disabled students on undergraduate and postgraduate courses are eligible to apply for the Disabled Students' Allowance (DSA). The DSA provides specialist equipment including computers with assistive technology and training, personal help (e.g., study skills tutors, mentors and BSL interpreters) and additional travel costs for students who have to use taxis. It provides thousands of pounds worth of support and all the evidence shows that students who receive it are more likely to complete their courses successfully.

The Wellbeing Centre can provide further information on the DSA and can assist you in applying to Student Finance England for this support. From September 2016, new students will receive their note-taking support from the University rather than the DSA.

Support in your Department
Your Department is responsible for making reasonable adjustments in learning and teaching and assessment, including permission to record lectures, specialist seating, extensions on coursework, etc. Whilst we anticipate that this support will be provided by the Programme Director, tutors and Programme Administrator in the Department, they will also have a Disability Lead. If you experience any difficulties or require additional support from the Department then they may also be able to assist you. They may be contacted through the Programme Administrator.

Support in IT Services and Library Services
There is a comprehensive range of specialist equipment for students with disabilities in IT Services. This includes an Assistive Technology Room, which may be booked by disabled students. We have software packages for dyslexic students (e.g. Claroread and Mind view), screen reading and character enhancing software for students with visual impairments available in our computer laboratories, specialist scanning software, large monitors, ergonomic mice and keyboards, specialist orthopaedic chairs, etc. We have an Assistive Technology Officer, who can be contacted via IT Services.

The Library has an Assistive Technology Centre, where there is also a range of specialist equipment, including an electronic magnifier for visually impaired students, as well as specialist orthopaedic chairs and writing slopes. The Disability and Dyslexia Service Office refers all students with disabilities to the Library Access Support service, who provide a comprehensive range of services for students with disabilities and dyslexia.

Examinations and Assessments
Many disabled students can receive support in examinations, including additional time, use of a computer, etc. In exceptional circumstances, students may be offered an alternative form of assessment.

Specific Learning Difficulties (e.g. dyslexia, dyspraxia)
Mature students who experienced problems at school are often unaware that these problems may result from their being dyslexic. Whilst dyslexia cannot be cured, you can learn strategies to make studying significantly easier. If you think you may be dyslexic you can take an online screening test in the computer laboratories – the instructions for the screening test are available on the Disability Office website. If appropriate, you will be referred to an Educational Psychologist for a dyslexia assessment. Some students can receive assistance in meeting the cost of this assessment, either from their employer or from Birkbeck.

Further information
For further information, please call the Wellbeing Centre on 020 7631 6316 or email disability@bbk.ac.uk.

6. IT SERVICES (ITS)

IT Services offer a wide range of modern computing facilities to support students in their academic work.

Facilities and Services
- Secure, up-to-date and easy-to-use network services including email and file storage
- Purpose-built computer workstation rooms equipped with high-speed internet access using networked PCs, fast colour and monochrome printing, and integrated audio-visual systems
- Campus-wide wireless network (eduroam) providing access to your files, email and other internet services using your laptop, tablet or smartphone
- Course management and collaboration software including the Moodle online learning environment where you can access information about your course, view and download teaching materials, and submit coursework
- Wide range of software applications including Microsoft Office, statistical, programming, web authoring and other specialist packages
- Access to a wide range of on-line video tutorials and self-paced training materials provided by Lynda.com

Software for Download

We currently offer the following software for you to download on to your own computer for the duration of your course at Birkbeck:
- Microsoft Office (both Office 365 and the latest Office version)
- IBM SPSS

Access to Computing Services
- A single username and password provides access to your personal file store and other services including the 'My Birkbeck Profile' where you can check and update your personal details
- You can obtain a Birkbeck email account, hosted for us by Google, or alternatively provide a current contact email address in your 'My Birkbeck Profile'
- A self-service password changing service is provided to enable you to reset a forgotten password

Support and Advice

Our Service Desk is located in the Student Centre on the ground floor of the Main Building on Malet Street for face-to-face support and is available Monday to Friday when the Centre is open.

We also offer telephone (020 7631 6543) and email support (its@bbk.ac.uk) usually from 9am to 7pm (6pm vacations) Monday to Friday. Please check our web site for details and variations to service times.

A full catalogue of our services, guides, and self-help services are available from our web site: http://www.bbk.ac.uk/its/.

7. LIBRARY SERVICES

Although lectures and computing sessions are essential elements of your programme, success in learning depends largely on the reading and research that you undertake. Most items on module reading lists can be found in Birkbeck Library and it is important that you familiarise yourself with the Library as soon as you can. You may also find it useful to use other libraries during your studies.

The entrance to Birkbeck Library is on the ground floor of the main building in Malet Street. Your College ID card gives you automatic access to the Library. The opening hours of the Library are designed to meet the needs of students in full-time work.

Open 7 days a week   8.30am – 11.45pm.

More details about opening hours can be found here: http://www.bbk.ac.uk/lib/about/hours.

You can borrow up to 15 items and they can be renewed as long as no-one else requests them. Most books can be borrowed for 3 weeks. Some books for 1 week. A few items can only be issued for 1 day. Some key course readings are kept at the Issue Desk on the ground floor and can be borrowed for shorter periods of time and some material (marked Reference) cannot be borrowed at all. Books and other materials can be photocopied or scanned within the library.

The Library welcomes considerate users. Please remember to renew your items in good time, or return them if other users have requested them. You can find out more about borrowing, renewing and making requests at http://www.bbk.ac.uk/lib/about/borrowing/.

You can access thousands of e-books, electronic journals and databases online with your Birkbeck username and password.

The Library website is at http://www.bbk.ac.uk/lib. As well as giving comprehensive information about the Library's services and collections, you can also:

•   Search the Library catalogue to find books and e-books, renew your books and place requests on items that are out on loan.
•   Use Discover to search for and read articles in over 30,000 electronic journal titles and newspapers.
•   Search databases to help you find out what has been written about the subject you are researching, including the ACM Digital Library, Proquest Business Collection, IEEE Xplore Digital Library and ScienceDirect see the subject guide for further information: (http://bbk.libguides.com/computerscience).
•   Access past exam papers.

Birkbeck students can also use a range of other libraries. Students have reference access to most University of London college libraries. In addition, part-time students can join the SCONUL Access Scheme which allows limited borrowing rights at most other higher education libraries. Full-time students can join for reference access. See the subject guide for more information.

If a book you need is not available in the Library or you require any assistance using the resources or finding information, please ask at the Help Desk. Telephone: 020 7631 6063. Alternatively, contact your Subject Librarian, Aidan Smith, directly. Telephone: 020 7631 6062. Email am.smith@bbk.ac.uk. You can book a 1-1 appointment with him through the subject guide.

8. BUSINESS ENGAGEMENT TEAM

The School of Business, Economics and Informatics has a dedicated Business Engagement team to provide you with extra support. The team delivers the following initiatives to support you in your career aspirations:

Mentoring Pathways

Mentoring Pathways pairs successful applicants with industry professionals for individual advice and guidance. There are a number of places available for final year undergraduates and postgraduate students. We have partnerships with a number of key organisations and work alongside Birkbeck alumni who provide mentors. Applications open in the autumn. Please email mentoring@bbk.ac.uk or visit http://www.bbk.ac.uk/business/business-services/mentoring-external for more information.

Enterprise Pathways

Whether you are setting out in your journey as an entrepreneur or have already established a thriving business, we offer various pathways to support you. These include a non-credit bearing module with workshops once a month throughout the academic year, access to digital resources, enterprise boot camps and inspirational talks to help you to develop your ideas and network with other students. Please email enterprise@bbk.ac.uk or visit www.bbk.ac.uk/enterprise.

Keeping in Touch

You can also follow BEI on social media for information and conversations:
• Twitter: @BirkbeckBEI
• Facebook, Google+ and LinkedIn: Search 'BirkbeckBEI'

Please visit our website www.bbk.ac.uk/business/business-services for more resources and information.

9. EXAMINATIONS

Most DCSIS examinations take place over a three week period (it can be slightly longer) beginning at about the middle of May of each year and most are held **during the day** (not in the evening). **Examinations for some but not all modules taught by the Department of Management are held in the autumn or the spring terms, and may take place in the evening.** Students need to ensure that they are able to attend the examinations for each module they are taking. The timetable for the summer examinations is usually available by late March.

Examinations Regulations will be received from Registry prior to the examinations and must be strictly followed. Students should take care not to place themselves under suspicion in any way during examinations. Such care should include divesting themselves of all revision notes before entering the examination venue. Students who are found cheating will be severely dealt with.

9.1. Marking

All examination scripts are double marked. They are marked first by an examiner, usually the person who initially set the examination, and secondly by another examiner, usually someone else in the same Department. The scripts are then approved by an external examiner (someone from outside the College, e.g. from another university). The external examiner is able to look at every script but generally only reviews a selection of scripts to see if the standard of marking is consistent with other universities.

9.2. Past Examination Papers

Past papers are available in electronic form via the library web site at http://www.bbk.ac.uk/lib/elib/exam.

9.3. Examination Entry Forms

As an enrolled student on the programme, you are not automatically entered for examinations. It is your responsibility to enter for the appropriate examinations each year. To enter you must fill in an *Examination Entry Form* on the MyBirkbeck web pages. The Examinations Office will contact students by email, to ask for

confirmation of the modules in which they are to be examined. In cases of difficulty, advice should be sought from the Programme Director. Late submission of the Examination Entry Form may result in you being excluded from the Examination Halls.

If you have been advised to re-take a module there may be a timetable clash. In such cases you should discuss your situation with the Programme Director who will normally advise that you "knock forward" the module displaced by the re-take. The Programme Director may withdraw a module from your examinations if these rules are breached.

9.4. Results
Detailed examination results can only be communicated by the Registry. You should not ask the module lecturers, Programme Administrator or Programme Director about your examination marks. Module lecturers may supply coursework marks but these cannot be taken as the final coursework marks. Each student will receive a statement of their module marks each year from the Registry and these should be preserved carefully. You will also be written to by the Programme Director to inform you of the decision of the Progression Board as to whether you can proceed to the next year of study. If your results are poor then you may be excluded from the programme. Please note that if you have a debt with the College you will not be informed of your examination results or of your progression until the debt is paid. You will not be allowed to proceed with the programme. Delays may occur if you have not returned books to the library.

10. OTHER INFORMATION

10.1 Organisation of Terms
Birkbeck College operates a term system with three terms per academic year. Modules that are taught in the autumn term, and that have a summer term examination, are revised in the first two weeks of the summer term. Modules that are taught in the spring term and that have a summer term examination are revised in weeks three and four of the summer term. The summer term revision classes are usually on the same week day as in the earlier terms. These rules may vary, for example if there is a clash with a bank holiday.

Revision sessions are very important, and you are strongly advised to attend them.

10.2 Returning to Study
Some new students will not have studied for some time, perhaps since school, and returning to education can prove difficult. The necessary study skills have sometimes been lost (or perhaps never obtained). For some these skills are easily developed but others need to study how to study. There are a number of books and guides on the subject which should prove helpful.

The following study guides are in the College library.
A. Northedge, *The Good Study Guide*, Open University Worldwide, 2005.
L. Marshall and F. Rowland, *A Guide to Learning Independently: basic approach*, Pearson Education Australia 2006.

The following book, which is also in the College library, covers essay writing,
G.J. Fairbairn and C. Winch, *Reading, Writing and Reasoning: a Guide for Students*. Third Edition, Open University Press 2011.

The College offers learning support and skills training. See:
http://www.bbk.ac.uk/student-services/learning-development

10.3. Communication and email

Information is communicated to students in a number of ways, including:
- announcements in classes and on lecturers' home pages;
- Moodle virtual learning environment;
- student e-mail.

E-mail
All BSc students will be connected to the College e-mail system upon registration with IT Services (ITS) (Note ITS registration is not the same as College Registration/Enrolment.) Access to the e-mail software and your messages is made from the PCs in the various laboratories.

Much use is made of e-mail and Moodle, including the circulation of important information about the programme and administrative arrangements. You should, therefore, regularly look at your e-mail messages. We make an assumption that you will do so. **Failure to read your e-mail is not a legitimate excuse for being unaware of information which has been circulated.** We find that students tend to look at their e-mail on a regular basis when they are undertaking a module that involves logging on to the PCs but they tend to forget when their modules do not involve use of the PCs. You should make sure that you regularly check your e-mail.

If you wish to send a message to another BSc ISM student, then you should address the e-mail to username@students.bbk.ac.uk. To send a message to a DCSIS staff member, see the staff pages accessible from https://www.dcs.bbk.ac.uk/about-us/people/. Staff members are expected to respond to emails within five working days. If there is no response within this time then please contact the programme director. In any email to a staff member include your full name, your student registration number and the name of this programme (BSc Information Systems and Management).

10.4. The Programme Web Site
The Programme home page, from which all the other BSc in ISM pages can be reached easily, is
https://www.dcs.bbk.ac.uk/study/undergraduate/bsc-information-systems-and-management/

Information which pertains to one module only, e.g. the times of in-class tests and coursework deadlines, is the responsibility of the module tutor and is likely be announced in class or posted on Moodle. It is the responsibility of the student to find out the times for in-class tests. A list of useful web pages is included as the last item in this booklet.

10.5. British Computer Society (BCS) Accreditation
This programme is accredited by the British Computer Society. Successful completion of the programme, including the passing at the first attempt of a final year project in information systems (Type 3) or computer science (Type 4), is a partial fulfilment of the requirements for Chartered IT Professional (CITP).

10.6. Submission of coursework
Most modules include course work assessments which contribute to the overall mark for the module. Coursework should be handed in on time. The mark for coursework submitted after the deadline but within two weeks of the deadline will be capped at 40% unless a claim for mitigation has been accepted. Submission of coursework may be paper based or it may be electronic, via the Moodle virtual learning environment, as stipulated by the module tutor.

All paper based coursework for DCSIS modules should be prefaced with a completed copy of the coursework cover sheet available from the BSc in ISM web pages at:
http://www.dcs.bbk.ac.uk/intranet/index.php/BSc_ISM_Intranet

A list of received coursework or of the marks for the coursework may be displayed in Moodle. It is your responsibility to ensure that receipt of your coursework has been logged.

Some items of coursework are received in electronic form e.g. program source code, web pages etc. The responsibility of ensuring receipt of such items still rests with the student. Students must also submit an appropriate coursework form even for electronically submitted coursework.

Coursework policies vary across the College. The above policies apply to modules taught by the DCSIS.

10.7. Personal Tutors
At the beginning of the autumn term new students will be allocated a Personal Tutor. Birkbeck College is committed to helping students achieve their full potential and the Personal Tutor is an important element of this commitment. The Personal Tutor is the first port of call for general advice and information. Specific difficulties should be discussed with the Personal Tutor and any illness or personal problems that may affect performance should be communicated to the Personal Tutor. Questions and issues relating to a particular module would in the first instance normally be directed to the lecturer concerned with that module.

10.8. Financial Difficulties
Students who encounter financial difficulties should see the Programme Director to discuss a way forward. Students who fail to pay their fees are ineligible to continue the programme in any way and are ineligible to sit examinations. Any student who has a debt to the College at the end of the academic year will not be informed of his or her marks until the debt has been cleared. This may result in a delay in progression or a delay in the award of a degree.

10.9. Staff/Student Exchange Committees
Student representatives of each year of the degree programme sit on the Staff/Student Exchange Committee which usually meets once in the autumn term and once in the spring term. The Committee is a forum for an exchange of views, suggestions, feedback and the discussion of any problems, in relation to the degree programme and the various modules.

10.10. Locations
MAIN BUILDING (MB) is the main College building in Malet Street. This houses the Library, some lecture rooms and the computer laboratories.

The CLORE MANAGEMENT CENTRE (CMC) is where the Department of Management is located. It is in Torrington Square behind the Main Building.

GORDON SQUARE is situated north of Malet Street towards Euston Station.

RUSSELL SQUARE is to the east of Senate House.

UCL. The Roberts building is opposite Waterstones on Torrington Place. Foster Court is off Malet Place which is North of Malet Street, The Rockefeller building is on the corner of Gower Street and University Street opposite the Cruciform building. See map available at: www.ucl.ac.uk/maps.

10.11. Contacts

Department of Computer Science and Information Systems
BSc Programme Administrator, 020 7631 6722, bsc@dcs.bbk.ac.uk
Tara Orlanes-Angelopoulou, Assistant School Manager, 020 7631 6719, <u>tara@dcs.bbk.ac.uk</u>
Steve Maybank, BSc ISM Programme Director, 020 7631 6446, sjmaybank@dcs.bbk.ac.uk

Department of Management
BSc Administrator   management-ug@bbk.ac.uk

Useful Web Pages
Programme home page:
https://www.dcs.bbk.ac.uk/study/undergraduate/bsc-information-systems-and-management/

Staff (Computer Science):   https://www.dcs.bbk.ac.uk/about-us/people/

Staff (Management):   http://www.bbk.ac.uk/management/staff

Department of Computer Science and Information Systems Birkbeck College University of London Malet Street London WC1E 7HX	020 7631 6700 www.dcs.bbk.ac.uk
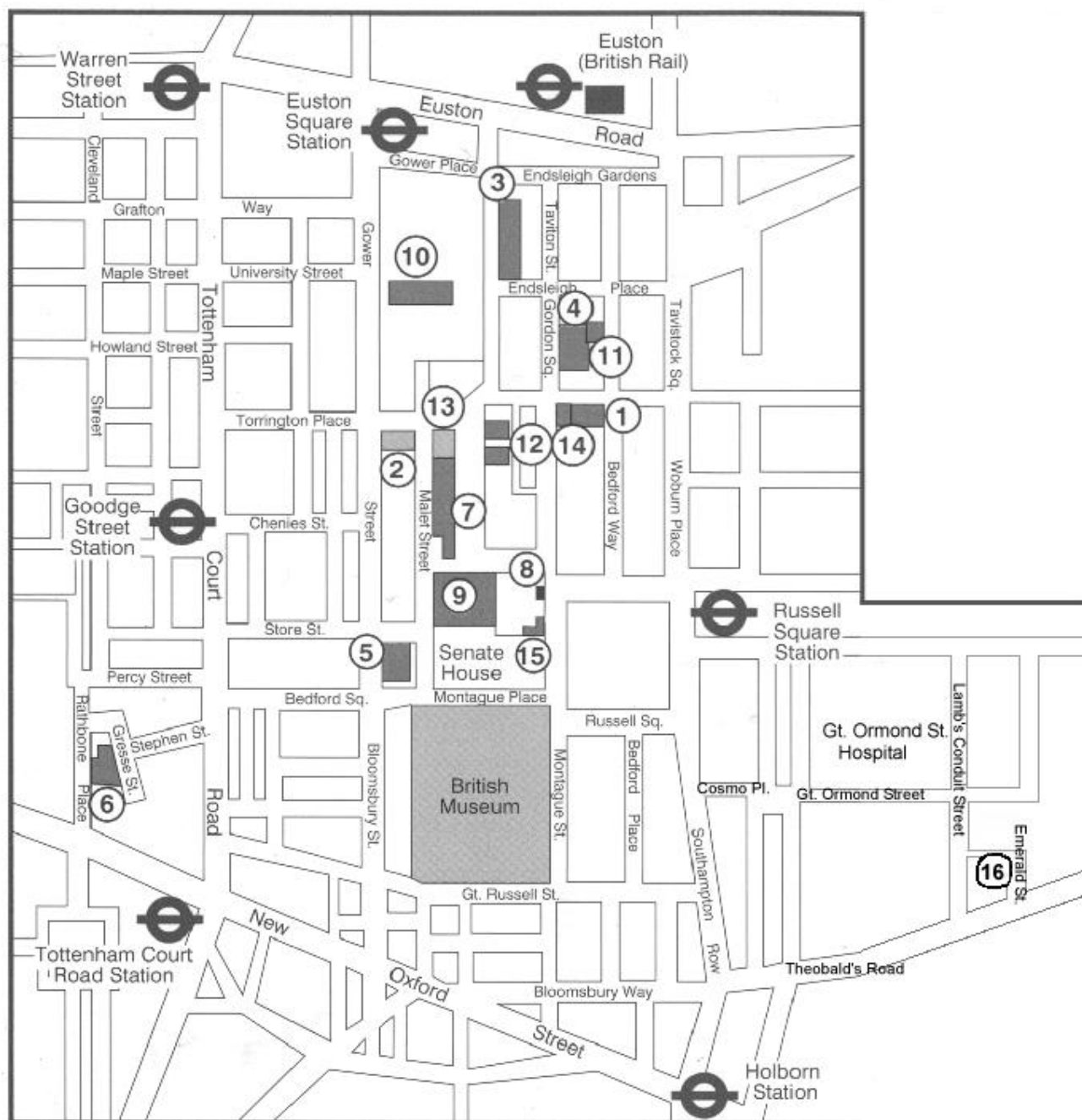
1) 26 Bedford Way	9) Senate House (North Block)
2) Waterstones Bookshop	10) South Wing, UCL
3) Gordon House and Ingold Laboratories	11) 32 Tavistock Square
4) 39-47 Gordon Square.	12) 27,28b,32 Torrington Square
5) 10-16 Gower Street	13) University of London Union
6) 7-15 Gresse Street	14) Nursery, 59 Gordon Square
7) Main Building	15) 30 Russell Square
8) 26 Russell Square	16) London Knowledge Lab