CONTENTS

1. GENERAL INFORMATION .................................................. page 3
2. TIMETABLE .................................................................. page 5
3. COMPULSORY MODULES ............................................... page 10
4. IT SERVICES ................................................................ page 29
5. LIBRARY SERVICES ...................................................... page 30
6. STUDENTS’ UNION ....................................................... page 31
7. DISABILITY STATEMENT .............................................. page 31
8. EMPLOYABILITY ........................................................... page 33
9. EXAMINATIONS ............................................................. page 34
10. OTHER INFORMATION ................................................ page 35
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@dc.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 Karolina Kokura (bscadmin@dc.bbk.ac.uk, 020 7631 6724).

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 leaders (undergraduate) are Simon Dunderdale (s.dunderdale@bbk.ac.uk, 020 7079 0760) and Rhiannon Guy (rk.guy@bbk.ac.uk, 020 7631 6580).

Any questions or queries concerning the programme should be directed to the Programme Administrator either on 020 7631 6724 or via email at bscadmin@dc.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 26th September 2014, 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/mybirkbeck/finance/studentfinance/

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. Birkbeck offers part-time degrees in four years as compared to the normal full-time degrees of other universities which take three years. There is only one extra year in part-time mode. To maintain equivalent standards you will have to put in a lot of effort. 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. Poor attendance at classes and too little study outside the classes usually lead to failure.
1.6. Opening Hours

The College Main Building and the DCSIS laboratories are open from 7.00 am to 12.00 midnight.

1.7. First Day of Attendance

The autumn term starts the week beginning Monday 29th September 2014. You should be able to work out when to attend from the information in this booklet.

1.8. First Year Students

The degree programme will commence with a laboratory induction evening on Monday 22nd September and a second induction evening on Tuesday 30th September 2014, covering the structure of the degree programme and the resources available in the college. The second induction evening replaces the lecture for Introduction to Computer Systems (ICS) normally scheduled for Tuesday evenings in the autumn term. The location for the induction evening will be the usual location for ICS.

1.9. 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.

1.10. 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.

1.11. Birkbeck Evening Nursery

Birkbeck College has an evening nursery, which is available for students and current members of staff and accepts children aged 2-9 years. Full details, including opening times, may be found at http://www.bbk.ac.uk/mybirkbeck/services/facilities/nursery.

1.12. Fourth Year Project

The fourth 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 choosing type 1 or type 2 projects must also take the module Research Methods in Management in year 3. Students choosing type 3 or type 4 projects are not required to take Research Methods in Management, but they may find it useful to do so. The project proposal prepared as coursework in RMM cannot be used for type 3 or type 4 projects.

Fee for a “project only” year: if supervision is required, then a fee equal to one third of the normal programme fee will be charged.

Further information about the project can be found on the BSc ISM intranet at
1.13 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.

1.14 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.

1.15 Common Award Scheme and reassessment

The regulations for Birkbeck degree programmes can be found at either of

http://www.bbk.ac.uk/mybirkbeck/services/rules

http://www.bbk.ac.uk/registry/policies/regulations

A regulation will be added from 2015/16 that imposes a cap at the pass mark for any student reassessment, except where mitigating circumstance have been accepted on the failed assessment, and students will be permitted to re-submit without penalty.

- Students who fail an assessment in 2015/16 and are awarded a reassessment opportunity will have their reassessment subject to a cap.
- Any student awarded a reassessment opportunity in 2014/15 or before will not be subject to a cap for a reassessment taken in 2015/16.
- The cap does not apply to a retake of a module

2. TIMETABLE

Dates of term
Autumn Term: Monday 29th September 2014 - Friday 12th December 2014
Spring Term: Monday 5th January 2015 - Friday 20th March 2015
Summer Term: Monday 20th April 2015 - Friday 3rd July 2015

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

Fourth year project
The fourth 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 year 3. 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 3 project or a type 4 project, whichever is chosen.
ITApps
Level 5 ITApps modules are not shown below. They can be included as options subject to availability and provided the prerequisites are satisfied. If any ITApps modules are of interest, then contact the BSc in ISM programme director. Detailed information about ITApps modules can be found at http://www.dcs.bbk.ac.uk/itapps/

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 should not normally exceed 90 credits. In this timetable, modules which are taught in a single term have a value of 15 credits. Modules which are taught over two terms have a value of 30 credits.

Year 1, Autumn Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td>Introduction to Computer Systems</td>
<td>Steve Maybank</td>
<td>None</td>
<td>4</td>
</tr>
<tr>
<td>Wed</td>
<td>Management Studies 1</td>
<td>Ian Harrison, Sean Hamil, Jill Shepherd</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>Quantitative Methods</td>
<td>Chris Dewberry</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

Year 1, Spring Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Information Systems Concepts</td>
<td>Roman Kontchakov</td>
<td>None</td>
<td>4</td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>Management Studies 2</td>
<td>Ian Harrison, Jill Shepherd</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>Introduction to Programming</td>
<td>Steve Maybank</td>
<td>None</td>
<td>4</td>
</tr>
</tbody>
</table>

Year 2, Autumn Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>Marketing Principles and Practices</td>
<td>Olivier Sibai</td>
<td>M Studies</td>
<td>5</td>
</tr>
<tr>
<td>Thu</td>
<td>E-Business</td>
<td>George Roussos</td>
<td>None</td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Year 2, Spring Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Financial Accounting</td>
<td>Libon Fung, Barry McCarthy</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>Software and Programming 1</td>
<td>Roman Kontchakov</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Thu</td>
<td>Information Systems Management</td>
<td>Andrea Cali</td>
<td>ISC</td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year 2, Summer Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>Management Accounting</td>
<td>Libon Fung</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year 3, Autumn Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Information Security</td>
<td>David Weston</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year 3, Spring Term, compulsory modules

None.

### Year 3, Summer Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues</td>
<td>Microeconomics for Business (formerly known as Managerial Economics 1)</td>
<td>Federica Rossi</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Wed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td>Research Methods in Management* (see below)</td>
<td>Marion Frenz</td>
<td>QM</td>
<td>6</td>
</tr>
</tbody>
</table>
### Year 4, Autumn Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Strategic Management</td>
<td>Ian Harrison, Mariangela Siciliano</td>
<td>MStudies (MS1+MS2)</td>
<td>6</td>
</tr>
<tr>
<td>Tues</td>
<td>Social and Organisational Issues in Computing</td>
<td>Brian Gannon</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Wed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Year 4, Spring Term, compulsory modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Strategic Information Systems</td>
<td>Dave Wilson</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Tues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Years 3 and 4, Autumn Term, optional modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Data Structures and Algorithms</td>
<td>Igor Razgon</td>
<td>ITP or SP1</td>
<td>5</td>
</tr>
<tr>
<td>Tues</td>
<td>Software and Programming 2</td>
<td>Oded Lachish, Keith Mannock</td>
<td>SP1</td>
<td>6</td>
</tr>
<tr>
<td>&quot;</td>
<td>Financial Management (The second half of this 30 credit module runs in the spring term.)</td>
<td>Qian Guo, Mourad Choudhry</td>
<td>QM, M Econ 1, M Econ 2, FA, MA</td>
<td>6</td>
</tr>
<tr>
<td>Wed</td>
<td>Marketing Strategy</td>
<td>Peter Trim</td>
<td>MPP</td>
<td>6</td>
</tr>
<tr>
<td>&quot;</td>
<td>Programming Language Paradigms</td>
<td>Keith Mannock</td>
<td>SP2</td>
<td>6</td>
</tr>
<tr>
<td>Thu</td>
<td>Concepts of Intelligent Technologies</td>
<td>George Magoulas</td>
<td>Years 1 and 2 of the BSc or FDIT</td>
<td>6</td>
</tr>
<tr>
<td>&quot;</td>
<td>Organizational Behaviour</td>
<td>Caroline Kamau</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>&quot;</td>
<td>Calculus 2 (Sch. of Economics, Mathematics and Statistics. The second half of this 30 credit module runs in the spring term.)</td>
<td>Manuel Breuning</td>
<td>A Level Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td>Cloud Computing Concepts</td>
<td>Dell Zhang</td>
<td>SP2</td>
<td>6</td>
</tr>
<tr>
<td>&quot;</td>
<td>Principles of Geographical Information Systems (Sch. of Geography. The second half of this 30 credit module runs in the spring term.)</td>
<td>Joana Barros Sam Waples</td>
<td>Experience using PC software</td>
<td>6</td>
</tr>
</tbody>
</table>
## Years 3 and 4, Spring Term, optional modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Management of Innovation</td>
<td>Marion Frenz, Prof Helen Lawton-Smith, Prof Daniele Archibugi</td>
<td>M Studies (MS1+MS2)</td>
<td>6</td>
</tr>
<tr>
<td>Tues</td>
<td>Financial Management (The first half of this 30 credit module runs in the autumn term.)</td>
<td>Qian Guo, Mourad Choudhry</td>
<td>QM, M Econ 1, M Econ 2, FA, MA</td>
<td>6</td>
</tr>
<tr>
<td>&quot;</td>
<td>Macroeconomics for Business (formerly known as Managerial Economics 2)</td>
<td>Luca Andriani</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>&quot;</td>
<td>Computer Networking</td>
<td>Andrea Cali</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Wed</td>
<td>Database Management</td>
<td>Peter Wood</td>
<td>ISC, ISM, ICS, ITP</td>
<td>6</td>
</tr>
<tr>
<td>Thu</td>
<td>Operations Management</td>
<td>John Kelly</td>
<td>MStudies (MS1+MS2)</td>
<td>5</td>
</tr>
<tr>
<td>&quot;</td>
<td>Calculus 2 (Sch. of Economics, Mathematics and Statistics. The first half of this 30 credit module runs in the autumn term.)</td>
<td>Manuel Breuning</td>
<td>A Level Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td>Enterprise Computing</td>
<td>Keith Mannock</td>
<td>Experience with web applications and Java</td>
<td>6</td>
</tr>
<tr>
<td>&quot;</td>
<td>Principles of Geographical Information Systems (Sch. of Geography. The first half of this 30 credit module runs in the autumn term.)</td>
<td>Joana Barros, Sam Waples</td>
<td>Experience using PC software</td>
<td>6</td>
</tr>
</tbody>
</table>

## Years 3 and 4, Summer Term, optional modules

<table>
<thead>
<tr>
<th>Day</th>
<th>Module</th>
<th>Lecturers</th>
<th>Prerequisites</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Employment Relations and HRM</td>
<td>Rebecca Gumbrell-McCormick</td>
<td>M Studies (MS1+MS2)</td>
<td>5</td>
</tr>
<tr>
<td>Wed</td>
<td>International Business</td>
<td>Paz Estrella Tolentino</td>
<td>M Econ 1</td>
<td>6</td>
</tr>
<tr>
<td>Thu</td>
<td>Commercial Law for Business</td>
<td>Marion Frenz</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Fri</td>
<td>Research Methods in Management* (see below)</td>
<td>Marion Frenz</td>
<td>QM</td>
<td>6</td>
</tr>
</tbody>
</table>

* 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 summaries of all the compulsory modules are given below. The DCSIS modules are given first, followed by the Department of Management 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.

COMPUTER SCIENCE MODULES

E-business Level 5
COIY042H5
Short name: EBUS
Lecturer: George Roussos

Outline. The module is an introduction to the basic concepts of electronic business, aiming to discuss both business strategies appropriate in this setting and the technologies involved. It covers basic concepts of e-commerce, explores theoretical and practical issues of conducting business over the internet and the Web, and presents methods for evaluating user needs. Topics covered include:

- E-business Revenue Models
- Selling and Marketing on the Web
- A primer on internet and web technologies
- Web advertising
- Payment systems
- User Experience
- Virtual Communities and Social Commerce
- RFID-based Resource Tracking
- Mobile commerce

Aims. The aim of this module is to introduce and discuss the main concepts and challenges of e-business, including a balanced coverage of both technical and management aspects. It explores appropriate business strategies, and the technologies involved in the design and deployment of business on the internet and World Wide Web.

On completion of the module, students should be able to:

- discuss modern computing infrastructures from the perspective of the internet and organisations
- discuss and explain theoretical and practical issues of conducting business over the internet and the Web
- reflect on general principles revealed through practical exploration of specific tools, techniques and methods in e-business.

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

Recommended Reading
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
Information Systems Concepts
Level 4
COIY016H4
Short name: ISC

Lecturer: Roman Kontchakov

Outline. The goal of this module is to introduce the basic concepts of information systems and basic techniques for systems analysis and 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: Two in-class tests and one group project.

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

Recommended Reading

Information Systems Management
Level 5
COIY019H5

Short name: ISM
Lecturer: Andrea Cali

Description. This module aims at providing a wide range of tools for information system management and design, including object-oriented design principles, database design, architecture design and project management techniques.

Aims and Objectives
On successful completion of this module a student will be expected to:
• have knowledge and understanding of object oriented design, database design, architecture
design and project management
• model and design classes for object-oriented computer based systems
• develop strategies for solving design problems
• carry out a requirements analysis
• evaluate projects in terms of cost and benefits
• manage a project in its various phases
• apply several software development processes, according to the requirements
• design and manage data in an information system
• understand and design architectures in information systems
• have acquired skills in reporting, analysis and problem solving
• have knowledge and understanding of commercial and economic issues

Prerequisites: None.

Assessment: coursework (25%) in the form of in-class tests, examination (75%).

Recommended reading
UML, 4/e, McGraw-Hill. ISBN 9780077125363..

Introduction to Computer Systems Level 4
BUCI008H4
Short name: ICS
Lecturer: Steve Maybank

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

Prerequisites: None
Assessment: One two-hour written examination (80%) and an in-class test (20%)

Recommended Reading
Introduction to Programming  
BUCI007H4  

Short name: ITP  
Lecturer: Steve Maybank  

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

Prerequisites: None  

Assessment: One two-hour written examination (70%) and an in-laboratory test (30%)  

Recommended Reading  
Cay S. Horstmann Java for Everyone: compatible with Java 5, 6, and 7, Wiley, 2011.  

Project  
Type 1: BUMN062S6  
Type 2: BUCIO25S6  
Type 3: BUCIO26S6  
Type 4: BUCIO27S6  

Projects Coordinator: Oded Lachish  

The project must be taken in the fourth year. There are four types of project, labelled 1 to 4. A project of Type 1 or Type 2 can be chosen only if the module Research Methods in Management is taken in year 3. For further information, see the BSc in ISM Project Briefing document on the departmental intranet at http://www.dcs.bbk.ac.uk/dcswiki/index.php/BSc_ISM_Projects.  

Recommended reading  
Social and Organisational Issues in Computing
COIY030H6

Short name: SOIC
Lecturer: Brian Gannon

Aims. This module aims to raise awareness about social implications, rights and duties related to actions we take in our role as computer scientists. This will be achieved by a combination of lectures and seminars given by students.

Syllabus
- A brief history of commercial computing
- The role of IS in everyday life
- Data Protection
- Freedom of Information
- Intellectual Property
- Computer Misuse
- Software Contracts
- Information Services and the Law (defective software)
- Employment and Career Development
- E-commerce

Coursework: Essay, Presentation
Assessment: Examination (80%), Essay (10%), Presentation (10%)

Recommended Reading

Software and Programming I
Level 5
COIY018H5
Short name: SP1
Lecturer: Roman Kontchakov

Aims. On successful completion of this module, students 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

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

**Assessment:** Two in-class tests (25%) and Examination (75%)

**Reading list**

---

**Strategic Information Systems**  
COIY031H6

**Short name:** SIS  
**Lecturer:** Dr. David W. Wilson

**Outline.** This module is the keystone of the BSc in Information Systems and Management, building on both the Management and Information Systems skills that the students have developed in the Programme. It ties the study of management and computing together at the top level and focuses on issues that bring modern partially automated organisations, competitive advantage.

**Prerequisites:** none

**Coursework:** in-class mock exam (16%) presentation (24%)

**Aims.** Following study of the unit students will be able to contribute to IS Planning and Strategy formulation in corporate enterprises and complex administrations. They will have a deep understanding of a Socio-Technical approach to the deployment of Information Technology in modern organisations. They will have an understanding of frameworks for analysing strategic issues of IS deployment and a familiarity with the most cogent current issues. They will develop confidence in addressing an audience and skills of explanation and persuasion.

**Syllabus**
- IS, IM, IT Strategy
- Alignment & Maturity
- Packages & Information Infrastructures
- The CIO & IT Governance
- Knowledge Management
- Outsourcing & Offshoring
- Evaluation & Risk Management

**Assessment:** Examination (60%): in-class mock exam (16%) presentation (24%)

**Reading list**

Selected Research Papers
Financial Accounting

BUMN082H5

- **Convenor**: Dr Libon Fung
- **Lecturers**: Barry McCarthy
- **Pre-requisites**: N/A
- **Assessment**: Midterm test 25% and final unseen exam 75%
- **Credit Value**: 15 points at level 5

**Course content**
Our key objective for this course is that you come out of it with a very clear understanding of the basics of accounting. By the end of the course, we want you to be able to interpret accounting information with confidence and use it to make decisions and to communicate with others.

**Aims**
The aims of this module are to:

- understand the fundamental principles of financial accounting
- prepare key financial statements from basic information
- understand how subsidiary accounts are consolidated
- analyse and interpret company accounts
- classify different types of costs and conduct break even analysis
- understand the different ways in which overheads can be allocated
- prepare budgets and interpret variances from budget

**Learning objectives**
On successfully completing this course you will be able to identify the financial information relevant to a wide range of business issues, use this information effectively for decision making, and also recognise the limitations of such information.

**Recommended reading**
Accounting: An Introduction’, McLaney & Atrill, sixth Edition
Management Accounting
BUMN083H5

- **Convenor:** Dr Libon Fung
- **Lecturers:** Dr Libon Fung
- **Pre-requisites:** N/A
- **Assessment:** Midterm test 25% and final unseen exam 75%
- **CAS credit:** 15 credits at level 5

Course content
The module covers the nature and classification of costs, break-even analysis, allocation of overheads; preparing and using budgets, variance analysis and investment appraisal.

Aims
The aims of this module are to:

- To develop in students an understanding of the use of accounting data and information in the planning and control functions of management and the decision making process;
- To give students an appreciation of the role of management accounting within the overall function of management;
- To develop students’ knowledge and understanding of the application of different management accounting techniques.

Learning objectives

- 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; and
- Understand the basic principles of budgeting and apply them.

Recommended reading
*Accounting: An Introduction*, McLaney & Atrill, sixth Edition
Management Studies I

BUMN077H4

- **Convenor:** Dr Ian D Harrison and Mr Sean Hamil
- **Lecturers:** Mr Sean Hamil, Dr Ian D Harrison, Dr Jill Shepherd
- **Pre-requisites:** None
- **Assessment:** Coursework (30%) Two Hour Written Exam (70%). The word limit of the coursework is 2,250 words (the first submission word limit is 750 words and second submission word limit is 1,500 words).
- **Credit Value:** 15 Credits at level 4

Course content
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 organization culture and structure.

Aims
The aims of this module are to:

- Introduce the social scientific study of management.
- Provide students with a good understanding of basic management concepts and practices and the role and function of management across a wide range of organisations.
- Equip students with a range of tools that will enable them to relate their work and management experiences to current management concepts and theories.

Learning objectives
At the end of this module students 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 organizations.
- Understand the importance of management in organisations and the connections between different management functions.
- Better understand current practices in their own organisations.

Supplementary information
Topics covered include: Introduction to Management in Organisations; Models of Management; Planning; Decision Making in Organisations; Strategic Management; Organisational Culture and Structure.
Recommended reading


- Other readings will also be made available in class.

Management Studies II

**BUMN078H4**

- **Convenor**: Dr Ian D Harrison and Mr Sean Hamil
- **Lecturers**: Dr Ian D Harrison and Dr Jill Shepherd
- **Pre-requisites**: None
- **Assessment**: Coursework (30%) Two Hour Written Exam (70%). The word limit of the coursework is 1,500 words.
- **Credit Value**: 15 Credits at level 4

Course content

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 students with a good understanding of basic management concepts and practices and the role and function of management in a wide range of organisations.

- Equip students with a range of tools that will enable them to relate their work and management experiences to current management concepts and theories.

Learning objectives

At the end of this module students 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 organizations.

- Understand the importance of management in organisations and the connections between different management functions.

- Better understand current practices in their own organisations.
Supplementary information
Topics covered include: Human resource management; motivation and job design; leadership; groups, teams and teamwork; marketing; managing change and innovation; information systems and e-business; corporate governance and corporate social responsibility; financial management and performance measurement.

Recommended reading

- Other readings will also be made available in class.

### Marketing Principles and Practices

**MOMN043H5**

- **Convenor:** Olivier Sibai
- **Lecturer:** Olivier TBC
- **Pre-requisites:** Management Studies
- **Assessment:** One coursework (35%) and a two-hour written examination (65%). The coursework is an essay on a relevant marketing or marketing related theme. The word limit of the coursework is 2,500 words.
- **Credit Value:** 15 points at level 5

### Course content

This module provides students 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 organizations. The course encourages students to apply marketing thinking to organizational management with particular emphasis on an analytical approach. Topics addressed include: understanding the role of marketing in organizations; 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.

### Aims

The aims of this module are:

- to provide students with a critical understanding of the basic concepts and practices of marketing and the marketing management process; and
- to provide an overview of the operation of the marketing function within a wide range of organizations.
Learning objectives
By the end of the module students will be able to demonstrate an understanding of the fundamental importance and role of marketing in organizations, and link theory and practice. Therefore:

- 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); and
- evaluate the impact of new technologies and globalisation on the marketing function.

In addition students will have gained an understanding of the following:

- application of marketing principles and practices;
- evaluation of marketing issues;
- the ability to design marketing plans and strategies; and
- the ability to discuss and communicate marketing-oriented problem-solving skills within groups.

Supplementary information
The lecture notes and seminar exercises based on case studies represent the main study material of this module.

Recommended reading

Main textbook

Further Reading
Microeconomics for Business

MOMN012H5

- **Convenors**: Dr Luca Andriani and Dr Federica Rossi
- **Lecturer**: Dr Federica Rossi
- **Pre-requisites**: None
- **Assessment**: One mid-term exam (30%) and two-hour written examination (70%).
- **CAS credit**: 15 points at level 5

**Course content**
Managerial Economics 1 covers basic microeconomics concepts and models: demand, supply, and market equilibrium analysis; production and cost analysis; profit maximization in various market structures; strategic interaction; market failures.

**Aims**
This module aims:

- To introduce the basic microeconomic concepts that describe the behaviour of economic agents (consumers, firms) and markets, thus supporting a more rigorous understanding of the economic forces shaping real-world business decisions;
- To help students to become better planners of business strategy, by demonstrating the use of microeconomic models in support of business decisions;
- At a more general level, to strengthen the analytical and critical thinking skills of undergraduate students in management programmes.

**Learning objectives**
At the end of this module students will:

- Have appreciated the practical utility of traditional and modern microeconomic tools to identify and implement appropriate business strategies in a given situation; and
- Have developed widely transferable analytical and critical thinking skills.

**Supplementary information**
Some basic mathematical techniques are used in the module (such as basic algebraic manipulation, linear and quadratic equations, systems of equations, differentiation). Students are advised to revise them in advance. The College offers introductory optional maths courses before and during the Autumn term. Please contact management-ug@bbk.ac.uk for details.

**Recommended reading**
- A textbook will be advised before the start of the module. A good textbook to browse in advance (available from the library) is: M. Baye and J. Prince (2013) *Managerial Economics and Business Strategy*, McGraw-Hill, 8th edition (or any of the previous editions).
Quantitative Methods
MOMN022H4

- **Convenor:** Dr Chris Dewberry
- **Lecturers:** Dr Chris Dewberry (Bloomsbury), Ms Aikaterini Valvi (Stratford)
- **Pre-requisites:** None
- **Assessment:** Two-hour multiple choice test
- **Credit Value:** 15 points at level 4

Course content
This module is designed to provide students with an introduction to measurement and statistical analysis in the social sciences. It covers descriptive statistics, inferential statistics, and elementary data analysis with SPSS.

Aims
The aims of this module are to:

- Provide students with an understanding of core statistical principles and ideas.
- Enable students to summarize quantitative data effectively and appropriately.
- Enable students to input and analyze data using a widely used statistical software package (SPSS).
- Enable students 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 students to select appropriate statistical methods for a range of different problems and data types.
- To introduce students 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
At the end of this module students will:

- 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 summarizing and presenting categorical data.
- Explain the meaning of continuous data and describe a number of graphical and non-graphical methods for summarizing 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, 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.

---

Recommended reading

Main Text:

Supplementary Text

---

**Research Methods in Management**

MOMN035H6

• **Convenor**: Dr Marion Frenz

• **Lecturers**: Dr Marion Frenz

• **Pre-requisites**: Management Studies 1 and 2, Quantitative Methods

• **Assessment**: Research proposal 80% and multiple-choice test 20%. The word limit of the coursework is 2,500 words.

• **Credit Value**: 15 Credits at level 6
Course content

Research Methods in Management provides students with the necessary skills to design, and complete, their own research projects. The module also helps 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 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.

The aims of this module are to give students:

- the required skills to design and write their own research project;
- the foundations of business and management research; and
- an understanding of a number of techniques that can be used to undertake data collection and data analysis.

Aims

The aims of this module are to give students:

- the required skills to design and write their own research project;
- the foundations of business and management research; and
- an understanding of a number of techniques that can be used to undertake data collection and data analysis.

Learning objectives

At the end of this module students will be able to:

- formulate and test the feasibility of research questions;
- write a critically review of the literature;
- collect primary and secondary information;
- apply a range of qualitative and quantitative analyses techniques
- take into account research ethics.
Assessment

The submission of a research proposal, the mark of which constitutes 80% of marks awarded for the module, and the completion of online multiple-choice tests, the marks of which constitute 20% of marks awarded for the module. Students are further expected to present their research proposal in class. The word limit of your research proposal is 2,500 words.

Recommended reading

Key Reading


Further Reading


- Reading 1
- Reading 2
- Reading 3 etc.

Strategic Management

MOMN069H6

- **Convenor**: Dr Ian D Harrison
- **Lecturers**: Dr Ian D Harrison and Ms Mariangela Siciliano
- **Pre-requisites**: Management Studies I & II
- **Assessment**: Coursework (35%) Two Hour Written Exam (65%). The word limit of the coursework is 2,500 words.
- **Credit Value**: 15 Credits at level 6

Course content

This module introduces theories of strategic management, as practised in business organisations. Topics covered in the syllabus include the strategy formulation; strategic thinking; tools for strategic analysis; functional, business and corporate level strategies; international and global strategy; innovation; and organisational forms best suited to formulating and implementing strategic change.

Aims

The aims of this module are to:

- Provide students with a full understanding of the basic concepts and practices involved in the strategic management process, including the steps involved in formulating a business strategy.
• Provide an overview of the role and importance of strategic management in a wide range of business organisations.

• Equip students with a range of tools that they can use in the analysis and formulation of business strategies.

Learning objectives
At the end of this module students will:

• Develop a strategic way of thinking.

• Have a sound grasp of the basic 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

• Develop report writing and presentation skills and the ability to work in small teams.

Supplementary information
The module is structured in a way that makes use of lectures and seminar groups. Lectures will outline and explore the relevant theories and concepts that underpin strategic management, while seminar groups will provide students the opportunity to develop their strategic thinking skills via the analysis and discussion of business cases and other relevant readings.

Recommended reading


• Other readings will also be made available in class.
4. IT SERVICES (ITS)

ITS is an academic service department responsible for the central communications and IT infrastructure of the College. We provide a wide range of network services to support the teaching and learning, research and administrative activities of College staff and students.

ITS facilities and services include:

- Extensive campus data network providing high speed connectivity to the Internet
- Purpose-built computer classrooms equipped with up-to-date networked PCs and high-quality printers
- Wide range of general software applications (e.g. word-processing, email, web) and specialist packages
- Wireless connectivity to the College network from your laptop or other personal computer equipment
- Facilities for students with special needs, including technical support and advice on the use of assistive technologies to help with specific disabilities
- Service Desk for general computing queries
- Practical, hands-on support surgeries for general applications and self-training materials to enable you to work at your own pace
- Remote access to College electronic resources and services
- Moodle (an online electronic course management system to support learning)

You can find out more about these services and others by visiting the 'My Birkbeck' website.

Access to all IT services is via a username and password (go to www.bbk.ac.uk/birkbeckaccount) and includes personal storage space on a networked server.

You need to provide and maintain an email address that can be used for all College correspondence. Alternatively, you can apply for a web-based Birkbeck email account (hosted by Google). You are expected to access your 'My Birkbeck Profile' to update your email address and other personal details and to access information about your programme of study.

We offer support Monday to Friday, the Service Desk is located in the Student Centre (and open when the Student Centre is open), email and telephone support is available 9am - 6pm in vacations, and 9am - 7pm during term time.

IT Service Desk, In Person: The Student Centre, Ground Floor, Main Building, Malet Street
Email: its @bbk.ac.uk
Telephone: 020 7631 6543
5. 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. There is no need to register. The opening times of the Library are designed to meet the needs of part-time students in full-time work. During term-time, the Library is open

- 7 days a week 8.30am – 11.45pm.

The Library is fully staffed for most of the above hours but self-service machines allow you to take out and return books when the Library is not staffed:
- Before 10.00am every day.
- After 10.30pm week days.
- After 6.00pm on Saturdays and Sundays.

You can borrow up to 10 items and they can be renewed as long as no-one else requests them (if someone requests a title on loan to you, you will be notified by email). Most books can be borrowed for 3 weeks. Some books, videos and DVDs can be borrowed for 1 week. A few items can only be issued for 1 day. There is also a Reading Room Collection with reference access to key course readings.

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 a whole host of electronic journals and databases from inside or outside the College with your IT Services (ITS) 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, renew your books and place reservations on items that are out on loan.
- Read articles in over 25,000 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 Libraries, Business Source Premier, IEEE Magazines, Nexis UK and the Science and Social Sciences Citation Index (also see the subject guide for further information: http://bbk.libguides.com/accontent.php?pid=618895).
- Access past exam papers.
- Visit our Library & Information skills page, http://moodle.bbk.ac.uk/course/view.php?id=117, which has online tutorials to help you make the most of the Library.

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. See the Library web site for more information: http://www.bbk.ac.uk/lib/otherlibs/.
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

6. STUDENTS' UNION

You are automatically a member of the Birkbeck Students' Union, the University of London Union and NUS upon taking up the offer of a place to study at Birkbeck. NUS cards are available online (NUS Extra) or from the Union Office, Malet Street. Application can be made to become a member of the International Students’ Association by completing a form that can also be obtained from their shop.

**Location and Telephone:** Offices on the 4th Floor of the extension building in Malet Street. General Union Office is in Room 456, Tel: 020 7631 6335. Enquiries: administrator@bcsu.bbk.ac.uk. Visit the website at http://www.birkbeckunion.org/.

**Counselling**
The Students’ Union offers counselling free of charge.

7. DISABILITY STATEMENT

At Birkbeck there are students with a wide range of disabilities, specific learning difficulties, medical conditions and mental health conditions. Many of them have benefited from the advice and support provided by the College’s Disability Office.

**The Disability Office**
The Disability Office is located in room G12, on the ground floor of the Malet Street building.

All enquiries should come to the Disability Office, who will determine the appropriate referral to specialist staff. They can provide advice and support on travel and parking, physical access, the Disabled Students Allowance, special equipment, personal support, examination arrangements, etc. If you have a disability or dyslexia, we recommend you call us on **0207 631 6316** to book an appointment.

The Disability Office can also complete a Support Plan with you, confirming your support requirements with your School and relevant Departments at the College so they are informed of your needs.

**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. Disabled parking, lockers, specialist seating in lectures and seminars and portable induction loops can all be arranged by the Disability Office.

The Disabled Students Allowance

UK and most EU students with disabilities on undergraduate and postgraduate courses are eligible to apply for the Disabled Students' Allowance (DSA). The DSA usually 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 Disability Office can provide further information on the DSA and can assist you in applying to Student Finance England for this support.

The Personal Assistance Scheme

Some students need a personal assistant to provide support on their course, for example a note-taker, sign language interpreter, reader, personal assistant, disability mentor or dyslexia support tutor. Birkbeck uses specialist agencies to recruit Personal Assistants and they may be able to assist you with recruiting, training and paying your personal assistant. Please contact the Disability Office for information on this scheme.

Support in your Department

Your Department will receive a copy of your Support Plan from the Disability Office. This will make specific recommendations about the support you should receive from the Department.

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 Inspiration), 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 a CCTV reading machine for visually impaired students, as well as specialist orthopaedic chairs and writing slopes. The Disability Office refers all students with disabilities to the Library Access Support service, who provide a comprehensive range of services for students with disabilities.
Examinations and Assessments

Many disabled students can receive support in examination, including additional time, use of a computer, etc. They are often also eligible for extensions of up to two weeks on coursework.

Specific Learning Difficulties (Dyslexia)

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 this cost, either from their employer or from Birkbeck.

Further information

For further information or to make an appointment to see the Disability Office, please call the Student Centre on 020 7631 6316 or email disability@bbk.ac.uk.

8. EMPLOYABILITY

The Business Engagement Team work to develop sustainable external relationships and add value to your Birkbeck experience by facilitating professional partnerships and delivering events. Please look out for information on events held on the last evening of each academic term as well as special events throughout the year. You can also follow the School of Business, Economics and Informatics (BEI) on social media for information and conversations:
- Twitter: @BirkbeckBEI
- Facebook: BirkbeckBEI
- LinkedIn: Search ‘Birkbeck, School of Business, Economics and Informatics’
- Google+: Search ‘Birkbeck, School of Business, Economics and Informatics’

Mentoring

Using partnerships forged with Credit Suisse, PwC, Birkbeck alumni and other partners, the Business Engagement Team organise a Mentoring programme each year for students in their final year of their under-graduate programme or for those taking a post-graduate qualification. Business Mentoring at Birkbeck pairs successful applicants with industry professionals for individual advice and guidance. There are approximately 50 places available.
If you are interested in the scheme as a mentee, please apply by 10th October 2014: http://bit.ly/beimentee
If you are currently employed and believe your employer may be interested in working as a partner organisation to provide more mentors for this scheme, please email: mentoring@bbk.ac.uk

Entrepreneurship

The Business Engagement Team also runs projects, events and networking opportunities to enhance your entrepreneurial thinking and to provide support for students interested in self-employment or already managing their own businesses.
Communications
You may be contacted with emails directly by the Business Engagement Team, unless you requested ‘no publicity’. These emails will inform you of upcoming events, unique opportunities with potential employers and other ways in which you may grow your network with Birkbeck. Should you encounter any difficulties in receiving these emails, please contact: Events and Communications Manager, Matthew Jayes (m.jayes@bbk.ac.uk).

General career guidance
See
http://www.bbk.ac.uk/mybirkbeck/services/facilities/careers/individual-and-group-careers-support

9. EXAMINATIONS

Most 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 in late March or early April.

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.  

The following book, which is also in the College library, covers essay writing,  

The College offers learning support and skills training. See http://www.bbk.ac.uk/mybirkbeck/services/facilities/support
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.

Because of the part-time nature of the degree much use is made of e-mail and the programme web site, 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 e-mail addresses at http://www.dcs.bbk.ac.uk/dept/staff05.asp

10.4. The Programme Web Site

The Programme home page, from which all the other BSc in ISM pages can be reached easily, is http://www.dcs.bbk.ac.uk/courses/ism/. 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) and Chartered Scientist (CSci).

10.6. Prizes

In 1998, 2000 and 2002 BSc in ISM students took shares of the Sir Edward Stern Prize which is awarded to outstanding undergraduate students in a commercial field of study in the University of London. In 2000 a BSc IS&M student won the Silberfeld Prize which is awarded to the best Science Graduate in the College.
10.7. 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/dcswiki/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.

10.8. 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 students' 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.

10.9. 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.

10.10. 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.

10.11 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.

10.12. Contacts

Department of Computer Science and Information Systems

BSc Programme Administrator, 020 7631 6724, bscadmin@dcs.bbk.ac.uk
Adam Towner, Assistant School Manager, adam@dcs.bbk.ac.uk
Steve Maybank, BSc ISM Programme Director, 020 7631 6446, sjmaybank@dcs.bbk.ac.uk

Department of Management

Simon Dunderdale, 020 7631 6528, s.dunderdale@bbk.ac.uk
Rhiannon Guy, 020 7631 6580, rk.guy@bbk.ac.uk

Useful Web Pages

Programme home page: http://www.dcs.bbk.ac.uk/courses/ism/
Staff (Computer Science): http://www.dcs.bbk.ac.uk/staff/
Staff (Management): http://www.bbk.ac.uk/management/our-staff
1) 26 Bedford Way
2) Waterstones Bookshop
3) Gordon House and Ingold Laboratories
4) 39-47 Gordon Square.
5) 10-16 Gower Street
6) 7-15 Gresse Street
7) Main Building
8) 26 Russell Square
9) Senate House (North Block)
10) South Wing, UCL
11) 32 Tavistock Square
12) 27, 28b, 32 Torrington Square
13) University of London Union
14) Nursery, 59 Gordon Square
15) 30 Russell Square
16) IoE part of London Knowledge Lab