

AMITY GLOBAL INSTITUTE

MODULE SYLLABUS

Course	Diploma in Accounting & Finance
Module Title	Information Management
Module Syllabus No. (if any)	N IL
Year Offered	2018
Start-Date	May 2018 /September 2018
End-Date	May 2019 /September 2019
Syllabus / Content / Learning Outcomes	<p>On successful completion of the module students will be able to:</p> <p>Knowledge and Understanding</p> <p>a) Develop information retrieval and search strategies for digital information resources</p> <p>b) Demonstrate awareness and understanding of the production and flow of digital information and statistical data.</p> <p>c) Identify relevant information resources and demonstrate the ability to select, analyse and process data into meaningful information.</p> <p>d) Identify the key concepts in Information Systems/Information Technology and understand how these are used to process and present information.</p> <p>Subject - specific Skills</p> <p>e) Demonstrate an awareness and understanding of current issues for organisations and governments regarding the production and flow of information.</p> <p>f) Collect and analyse data from appropriate digital sources and communicate information using appropriate techniques</p> <p>Key Skills</p> <p>g) Conduct independent and group based research using appropriate digital literacy skills and communicate results effectively in a variety of ways.</p> <p>h) Develop a range of study and academic skills including but not restricted to research, report writing, critical thinking, group work and presentations.</p>
No. of Teaching Hours	<p>Teacher Managed Learning Eg : Lectures : 48 Hrs</p> <p>Student Managed Learning Eg : Tutorials, Seminars etc : 152 Hrs</p> <p>TOTAL = 200</p>
Teaching Methods	Lectures, tutorials, case-studies analysis, research journals and group discussion.
Assessment Methods and Weightages	Written Assessment 1 (1500 Words) – 50% Written Assessment 2 (1500 Words) – 50%
Skills for Maximising Learning Outcomes	Reading and research
Dates of Examinations, Major Assessments and Assignments	Examination Period (not all modules have end-of-semester / year examinations) Indicative: December 2018 & May 2019/ January 2019 & September 2019
Recommended Text	<ul style="list-style-type: none"> • https://openlibrary.org/books/OL25246972M/Diving_into_the_bitstream • Rookie, R (2009). <i>European Media in the Digital Age: Analysis and Approaches</i>. Pearson Longman. • Moore, S., Neville, C., Murphy, M. and Connolly, C. (2010). <i>The Ultimate</i>

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.

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	<i>Study Skills Handbook (Open Up Study Skills)</i> . Open University Press.
Additional Reference Texts (if any)	NIL
Additional Remarks (if any)	NIL

Lesson No.	Learning Outcome
1	The Information Society- theory and practice
2	Digital Literacy - how to use the internet effectively
3	Digital Information, Privacy, Censorship, Social Media
4	How and why information is produced
5	Effective evaluation of information
6	How to use information to create knowledge
7	Descriptive Statistics- graphs and charts, summary measures

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