



MODULE SPECIFICATION

Part 1: Information			
Module Title	Information and Knowledge Management		
Module Code	UFCFGD-15-M	Level	Level 7
For implementation from	2020-21		
UWE Credit Rating	15	ECTS Credit Rating	7.5
Faculty	Faculty of Environment & Technology	Field	Computer Science and Creative Technologies
Department	FET Dept of Computer Sci & Creative Tech		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	None		

Part 2: Description
<p>Features: Module entry requirements: Good first degree or over six months relevant work experience</p> <p>Educational Aims: See Learning Outcomes</p> <p>Outline Syllabus: Introduction to Information and Knowledge Management: Understanding data, information and knowledge. Objectivist and constructivist perspectives of knowledge. Distinctions between data management, information management and knowledge management in organisations. Understanding the roles of the records manager and knowledge specialist.</p> <p>Managing Data: Data management principles: data lifecycle; role of the Data Analyst; data security.</p> <p>Managing Information 1, 2, 3: Best practice and the legal environment. Risk and information governance. Information audits and policies; digital preservation.</p>

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Knowledge Sharing 1 and 2:

Collaborative working in the organisation – people and practices.
Collaborative working in the organisation – IT tools and techniques.
Communities of practice.
Nonaka and Takeuchi's knowledge spiral.
Single and double loop learning.
Role of social media.
Enabling cultures and barriers.

Knowledge Societies:

Exploring role of information and knowledge for sustainable development worldwide.

Organisational culture and learning:

Different categories of knowledge, e.g. tacit and explicit; propositional, practical, experiential.
Knowledge in action.
Knowing as culturally situated, artefact mediated, socially distributed, personal and provisional.
Organisational knowledge and learning: individual, social and critical perspectives.

Developing the learning organisation:

Senge's model including fifth discipline.
Features of learning organisation.
Research case studies of learning organisations and top UK and global companies.

Personal Knowledge Management:

Understanding the role of the personal in the organisational setting.
Seek, sense, share model (Jarche).
Role of social media in PKM.

Teaching and Learning Methods: 2 hours per week x 12 weeks (one semester) – lecture and discussion time with module tutor and guest lecturers. Supported by teaching materials on the VLE, with associated web discussion groups, collaborative learning tasks and assignment tutorials.

Minimum 24 hours lectures and face to face discussion.

Estimated 30 hours online learning via VLE teaching materials and online discussion groups/contributions to wikis etc.

Minimum 72 hours independent learning via essential reading.

Estimated 40 hours assignment preparation and completion.

Part 3: Assessment

Assessment component A : Examination

The exam will combine short-answer questions on topics such as:
Knowledge frameworks.
Legal/compliance aspects of information management.
Knowledge management tools and methods.

with longer sections requiring students to undertake tasks such as:
Examining evidence and making recommendations for information and knowledge policy or strategies, or
Critiquing policies for information management or system design, or
Analysing information audit results and prioritising management actions.

Assessment Component B1 : Coursework and Deliverable

The coursework will require students to analyse a real or fictitious workplace scenario of their choice to address

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an issue around the practice of knowledge sharing and make recommendations for changes to practice or the use of tools for knowledge sharing, drawing on knowledge management theory and research evidence. The coursework will take the form of a professional report to management or stakeholders of 1500-2500 words.

Students will also be required to add their critically evaluated knowledge sharing tools and/or techniques to a group wiki on Blackboard to support the creation of a group knowledge base. The submission can be in a form of their choosing – PowerPoint slides, video, screencast, animation etc.

First Sit Components	Final Assessment	Element weighting	Description
Report - Component B		50 %	Professional report plus deliverable (1500-2500 words)
Examination (Online) - Component A	✓	50 %	2 hour exam
Resit Components	Final Assessment	Element weighting	Description
Report - Component B		50 %	Professional report plus deliverable (1500-2500 words)
Examination (Online) - Component A	✓	50 %	2 hour exam

Part 4: Teaching and Learning Methods

Learning Outcomes	On successful completion of this module students will achieve the following learning outcomes:	
	Module Learning Outcomes	Reference
	Discuss the nature of knowledge and its role within organisations with reference to individual, social and critical views of organisational knowledge and learning	MO1
	Explain the processes of information audit and evaluate records management policies and information management system designs	MO2
	Ensure compliance with legal requirements and company policy regarding information storage and use	MO3
	Critically evaluate the actual and potential role of ICTs, organisational infrastructure changes and social interventions as enablers of knowledge creation, management and sharing in particular contexts	MO4
	Act as leaders and advocates in developing new practices and communicating and managing change	MO5
Contact Hours	Independent Study Hours:	
	Independent study/self-guided study	126
	Total Independent Study Hours:	126
	Scheduled Learning and Teaching Hours:	
	Face-to-face learning	24

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	Total Scheduled Learning and Teaching Hours:	24
	Hours to be allocated	150
	Allocated Hours	150
Reading List	<p><i>The reading list for this module can be accessed via the following link:</i></p> <p>https://uwe.rl.talis.com/modules/ufcfgd-15-m.html</p>	

Part 5: Contributes Towards	
<p>This module contributes towards the following programmes of study:</p> <p>Information Management [Sep][FT][Frenchay][1yr] MSc 2020-21</p> <p>Data Science [Sep][FT][Frenchay][1yr] MSc 2020-21</p> <p>Data Science [Sep][PT][Frenchay][2yrs] MSc 2020-21</p> <p>Data Science [Sep][FT][GCET][1yr] MSc 2020-21</p> <p>Information Technology [Sep][FT][Frenchay][1yr] MSc 2020-21</p> <p>Information Management [Sep][PT][Frenchay][2yrs] MSc 2019-20</p> <p>Information Technology [Sep][PT][Frenchay][2yrs] MSc 2019-20</p>	