

**Module  
Introduction**

# Management Information

For most students, this will be the second of the IAM Diploma modules. Good luck with this module!

## Lesson Structure

1. Data and Information
2. Information Systems
3. Accounting Statements  
**Tutor-marked Assignment M**
4. Cost Classification and Cost Centres
5. Product Costing and Service Costing
6. Budgets and Budgetary Control  
**Tutor-marked Assignment N**
7. Quantitative Methods
8. Presentation of Data  
**Tutor-marked Assignment O**

## Management Information

This is the most mathematical of the IAM modules and much of it corresponds with the component known as Quantitative Methods in other courses. Some knowledge of cost accounting would also be very valuable here.

## Activities

In the middle of each lesson, there are a number of activities based on the overall lesson aims. These tasks do not attempt to cover everything that has been dealt with in each chapter but, in each case, *have singled out* the most important matters concerned with the topic.

The tasks are designed to assist readers to apply the theory to a situation from their own experience. There are no answers provided as each case will be different, but students should be able to check by referring again to the previous pages.

At the end of each lesson, there is also the opportunity to review whether the key topic areas have been covered. It is yet another way to check how much knowledge has been taken in and especially, whether it has been understood enough to apply to real situations.

## Tutor-marked Assignments

At the end of certain lessons you will also find a **tutor-marked assignment**. Throughout the IAM course, these are normally based on actual IAM examinations. Your answers to the TMAs should be submitted to your tutor for marking and when your script is returned, you should also receive brief guidelines on how an examiner would approach marking these questions.

## Components of the Syllabus

### Aim

To examine the need for Management Information within an organisation and to develop the ability to organise, analyse and communicate information (including quantitative and financial information) for management.

### Managing Management Information:

- Data and information.
- Sources of information, internal and external.
- Functions and levels of management and managers' information requirements.
- Requirements of an information system.
- The use of ICT in the provision of management information.
- Financial Information
- Accounting statements:
  - Balance sheet
  - Profit and Loss account

### Financial planning and control:

- Classification of costs
- Cost centres
- Product/service costing
- Cost control/reduction

### Budgets and budgetary control:

- Types of budgets and purposes
- Budgetary control, its purposes, advantages and disadvantages
- Cash flow forecasts

### Quantitative Methods:

- The collection of data:
- The need for statistical data, and its collection
- Data collection and collation, including questionnaire design

### Analysis and Presentation of data:

- Tables
- Pictorial representation: line graphs, pictograms, pie and bar charts
- Central tendency
- Frequency distributions

### Additional Reading

As stated in the General Introduction, this module, like the others, is intended to feed into your day-to-day business activities. You will *not* get full value from it if you simply read the course and tackle the assignments in isolation. To do well, you *must* also read around the subject, gather ideas from various sources and apply the theories within a specific business context such as your own work.

The Institute issues lists of recommended reading for the Certificate, Diploma and Advanced Diploma courses. It is essential for students to read regularly quality newspaper articles and features in journals which relate to their areas of study. This will help them to be up-to-date and enhance their reading of recommended texts. All students should read the Institute's journal which contains items of interest and topicality to Administrative Managers.

Most college tutors are well-informed on the availability and relevance of books covering their specialism and students are advised to heed their recommendations.

**Availability:** Most books are available at quality booksellers throughout the UK and in some other countries. Alternatively books can be ordered from the following supplier:

**Page One Books**  
**9 Princes Avenue**  
**Hull HU5 3RX (United Kingdom)**

**Tel: + 44 (0) 1482 440853**  
**Fax: + 44 (0) 1482 494770**  
**e-mail: [bookshop@page1.co.uk](mailto:bookshop@page1.co.uk)**

In case of difficulty, students are advised to contact The Administration Officer, IAM Management Services Limited, 16 Park Crescent, London, W1B 1BA, telephone: +44 (0) 20 7612 7088

(Student Services) or email [norma.baldwin@instam.org](mailto:norma.baldwin@instam.org) **who can supply books to all parts of the world.**

If you wish to buy one text to support your studies as a whole, OOL would recommend:

Ian Marcousé et al – **Business Studies**

Hodder & Stoughton, 1999 ISBN: 0-340-70462-4 Price: £18.99

## IAM Recommended Supplementary Texts for this Module

### Core Text

J R Dyson - **Accounting for Non-Accounting Students**

FT/Pitman Publishing ISBN 0273625756 Price: £28.99

### Supplementary Texts

Paul Burns & Peter Morris - **Business Finance - A Pictorial Guide for Managers**

Butterworth Heinemann ISBN 075061899X Price: £14.99

T Lucey - **Management Information Systems**

Continuum ISBN 0826454070 Price: £15.99

## Acknowledgements

This module, like the others, is a co-publication by Oxford Open Learning and the Institute of Administrative Management. It is based on original study texts produced by IAM and augmented with additional activities and other materials.

The author of the original IAM text is **Pat Denvir**, to whom due acknowledgement is given.

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