SUBJECT TEACHING GUIDE

G892 - Techniques for Information Management in the Business

DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS
Double Degree in Business Administration and Management and Labour Relations
Double Degree in Law and Administration and Business Management
Degree in Business Administration and Management

Academic year 2020-2021

1. IDENTIFYING DATA					
Degree	DOUBLE DEGREE IN ADMINISTRATION AND BUSINESS MANAGEMENT AND ECONOMICS			Type and Year	Compulsory. Year 2 Compulsory. Year 3
Faculty	Faculty of Economics and Business Studies				
Discipline	Subject Area: Techniques for Information Management in Business Module: Training in Information Technologies				
Course unit title and code	G892 - Techniques for Information Management in the Business				
Number of ECTS credits allocated	6	Term		Semester based (1)	
Web					
Language of instruction	Spanish	English Friendly	No	Mode of delivery	Face-to-face

Department	DPTO. ADMINISTRACION DE EMPRESAS
Name of lecturer	DANIEL PEREZ GONZALEZ
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Other lecturers	PEDRO SOLANA GONZALEZ MARIA ELENA GARCIA RUIZ JAVIER GUNDELFINGER CASAR FRANCISCO JAVIER LENA ACEBO EMILIO PLACER MARURI

3.1 LEARNING OUTCOMES
- Understand the workings of computer tools -hardware and software- that support the management of information in the company
- Use fluently vocabulary linked to Information Technologies and its relationship with organizations' management.
- To know to apply spreadsheets and Internet services to solve organizations' information management problems.
- Know how to organize and plan proposals for the application of information technologies to businesses and manage these proposals
- Advise on the application of Information Technologies to business

4. OBJECTIVES
The overall objective of the subject is students know the systems and information technologies as resources that allow to improve the organization management. As specific objective it is intended that students learn to plan and use technology resources for solving problems related to information and communication management in organizations

6. COURSE ORGANIZATION	
CONTENTS	
1	FUNDAMENTALS OF COMPUTERS IN THE COMPANY: -Computers and Information in Companies -Computers and information in business management: analysis of the evolution, present and future trends -Explanation and analysis of practical business cases: Implementation of IT in organizations
2	HARDWARE AND SOFTWARE IN BUSINESS MANAGEMENT: 2.1. Essential parts of computer hardware. 2.2. Peripheral devices. 2. 3. Base software or operating system. 2.4. Application software: office and enterprise resource planning software (ERP and CRM). 2.5. Open Source Software 2.6. Explanation and analysis of practical cases: Evaluation and selection of several configurations -software and hardware- of a computer
3	INTERNET IN THE COMPANY 3.1. Workings of Internet Net. 3.2. Internet services 3.3. Introduction to e-commerce (B2B, B2C, B2E, e-Government) 3.4. Explanation and analysis of practical cases of the Internet application in the company
4	SPREADSHEETS AS A TOOL OF BUSINESS MANAGEMENT 4.1. Interface application: -Structure of an excel document: Absolute, relative References and insertion of data and functions. 4.2. Management and analysis data: -Filter, AutoFilter and advanced filter -Subtotals -dynamic-tables -Graphics. 4.3. Mathematical, statistical and financial calculations: - Logical -Functions - Search and Reference Functions -Combination of logical and search and reference functions - Mathematical, statistical and financial calculations. 4.4. Management advanced operations. -Solver, Installation and operation - Web -options in the spreadsheet -Security and Data Protection. 4. 5. Explanation, analysis and resolution of practical cases of application of Excel in the company

7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
test type examination of theoretical/practical knowledges	Written exam	Yes	Yes	40,00
Group or individual work of theoretical / practical contents and study cases	Work	No	No	20,00
Theoretical and practical exam Group work of spreadsheet practical contents Individual work	Work	No	No	10,00
Practice part work, running a business with computer applications	Others	No	Yes	30,00
TOTAL				100,00

Observations

To pass the subject, students must obtain:
-A Minimum of 5 points in the test type final exam of theoretical / practical knowledges (questions of both theory and practice).
-A Minimum of 5 points in the Practice part final work, running a business with computer applications.

About the practical group work done in class:
Try to favor competences of 'cooperate', 'use of the software' and 'solve' problems, are reached. This practice is done during the development of the class with a continuous interaction process between student-teacher-student, until the problem is solved and the solution is exposed. For all the above is a non-recoverable work.
With regard to the group or individual work of theoretical / practical contents and the study cases:
This work consists of individual and group activities carried out in the classroom during the course of the class, and they require a process of discussion, dialogue and concerted solutions through the interaction with the rest of the class. For all the above is a non-recoverable work.

The September exam will be a test type and it comprises the entire list of topics (questions of both theory and practice parts). Students with the final practical part work failed, will be able to retake it in September, making another work and carrying out the corresponding public defense.

Students who have participated in the ongoing evaluation activities and have not passed the subject in the ordinary call, will have kept their mark on such activities for the retake in the extraordinary call.

Observations for part-time students

Part-time students will do a theoretical exam type test all the contents of the subject (which is 60% of the score) and practical work on Excel to be defended before the teacher (which will represent 40% of the score).

8. BIBLIOGRAPHY AND TEACHING MATERIALS

BASIC

Laudon and Laudon (2018): Management information systems: managing the digital firm Edición: Global ed., 15th ed. Harlow (England) : Pearson Education,ISBN: 978-1-292-21175-6

Díaz Domínguez, L; Navarro Huerga, M.A. (2013): Sistemas de información en la empresa. Universidad de Alcalá, Servicio de Publicaciones, D.L. 2013..

Aula virtual de la asignatura: Materiales de los profesores y lecturas puestas a disposición de los alumnos.