

SUBJECT TEACHING GUIDE

775 - Fundamentals of Management Informatics

Master's Degree in Business Administration

Master's Degree in Marketing Management (Tourism Businesses)

Master's Degree in Business and Information Technologies

Academic year 2023-2024

1. IDENTIFYING DATA						
Degree	Master's Degree in Business Administration Master's Degree in Marketing Management (Tourism Businesses)				Type and Year	Optional. Year 1 Optional. Year 1
Faculty	Faculty of Economics and Business Studies					
Discipline	Complement in Training					
Course unit title and code	775 - Fundamentals of Management Informatics					
Number of ECTS credits allocated	2,5	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	MONICA CASTRO FUENTES
E-mail	monica.castro@unican.es
Office	Edificio de las Facultades de Derecho y Ciencias Económicas y Empresariales. Planta: + 2. DESPACHO (E207)
Other lecturers	

3.1 LEARNING OUTCOMES

- Theoretical, practical and basic computer skills to facilitate the development of knowledge management activities
- Understanding of systems and information technologies as resources of organizations.
- Using spreadsheets as tools that improve work efficiency ..

4. OBJECTIVES

The program of the course aims to provide students with a basic knowledge of computing concepts, technologies and information systems and communications as key resources for the role of leadership and data management in organizations.

6. COURSE ORGANIZATION

CONTENTS	
1	Information and Communication Technologies ICT
2	Information systems
3	Spreadsheets

7. ASSESSMENT METHODS AND CRITERIA

Description	Type	Final Eval.	Reassessn	%
Practical work of Spreadsheets.	Work	No	Yes	50,00
Practical work on Databases.	Work	No	Yes	50,00
TOTAL				100,00
Observations				
The recovery of the subject will be made in the extraordinary session, through of additional work.				
Observations for part-time students				
They will be assessed with practical class work (100%)				

8. BIBLIOGRAPHY AND TEACHING MATERIALS

BASIC

Charte Ojeda, F. (2016). Excel 2016. Madrid: Anaya Multimedia
Díez de Castro, E. (2018). Informática aplicada a la planificación y gestión de la empresa. Madrid Pirámide
Apuntes y materiales elaborados por la profesora en el aula virtual