Information about the subject

Degree: Bachelor of Science Degree in Business Administration and Management

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 300206 **Name:** Information Systems for Management II

Credits: 6,00 **ECTS Year:** 2 **Semester:** 1

Module: Quantitative Methods

Subject Matter: Information Systems **Type:** Compulsory

Department: -

Type of learning: Classroom-based learning / Online

Languages in which it is taught: English, Spanish

Lecturer/-s:

302A	Javier Perez Bou **(Responsible Lecturer)**	JAVIER.PEREZ@UCV.ES
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Module organization

Quantitative Methods

Subject Matter	ECTS	Subject	ECTS	Year/semester
Information Systems	12,00	Information Systems for Management I	6,00	1/2
		Information Systems for Management II	6,00	2/1
Mathematics	6,00	Mathematics for Economics and the Business	6,00	1/1
Statistical and Econometric Methods	12,00	Econometrics	6,00	4/1
		Statistical Inference	6,00	3/2
Statistics	6,00	Descriptive Statistics	6,00	2/1

Recommended knowledge

Student should have passed the "Management Information Systems I" course

Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

R1   Analyze and solve problems of productivity using tools, by means of MS Excel functions and simple macros.

R2   To use computer tools to assess trends and develop simple macros.

R3   Analyze and build a real-world information system using entity-relationship model and relational model.

R4   Use a relational database management tool.

R5   Work seamlessly with an Office suit.

R6   Temporalize and prioritize properly the tasks using computer to optimize the time.

Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	**2**	**3**	**4**
CB1	That students have demonstrated knowledge and understanding in an area of study that is at the core of general secondary education, and is often at a level that, while supported by advanced textbooks, also includes some aspects that involve knowledge from the cutting edge of their field of study.	x			
CB2	That students know how to apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.	x			
CB3	That students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include reflection on relevant social, scientific or ethical issues.	x			
CB4	That students can convey information, ideas, problems and solutions to both specialized and non-specialized audiences.	x			
CB5	That students have developed those learning skills necessary to undertake further studies with a high degree of autonomy.	x			

GENERAL		Weighting			
		1	**2**	**3**	**4**
CG2	Adequate management of time and resources.		x		
CG6	Use of ICTs				x
CG7	Information management.			x	
CG8	Orientation to problem-solving.			x	

CG18					
	Ability to obtain, from the data, valuable information for decision making.			x	

SPECIFIC		**Weighting**			
		1	**2**	**3**	**4**
CE5	Understanding of existing and new technologies and their impact on new or future markets.		x		
CE10	Identify and properly handle computerized management applications.				x
CE11	Design and implementation of information systems in the company.				x
CE15	Ability to obtain, from the data, valuable information for decision making.		x		
CE18	Ability to integrate in any functional area of a company and develop different tasks related to its management.	x			

Assessment system for the acquisition of competencies and grading system

In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
R4, R5, R6	15,00%	Objective Tests
R1, R2, R5, R6	25,00%	Conduct of Theory-Practice
R1, R2, R3, R4, R5, R6	10,00%	Class attendance and participation
R1, R2, R4, R5, R6	50,00%	Final Exam

Observations

In order to measure the acquisition of the subject's competencies through the learning outcomes defined above, the following Assessment System has been designed.
The teaching staff will monitor attendance and participation in class. The exercises carried out throughout the course will be evaluated within the relevant time limits, allowing a day-to-day monitoring of the subject.
The score will be calculated according to the following calculation:
   ATTENDANCE AND PARTICIPATION (10% of the total final score)   OBJECTIVE TESTS (15% of total final score)   REALIZATION OF THEORETICAL-PRACTICAL ACTIVITIES (25% of the total of the final score)   FINAL REVIEW (50% of the total final score).

ATTENDANCE AND PARTICIPATION

The attendance and participation note will be calculated according to the following percentage. If it is more than 80% of the sessions, the score will be 1. Between 70% and 80%, the score will be 0,5 and in other cases, it will be 0.
   ·Sessions in which the student has attended but not worked properly will not be counted as attendance
   ·Failed to attend, even if justified, will not be counted
   ·Leaving the class before ending the class
   ·In order to obtain a 10 score it will be necessary to attend all the classes referring to Database Design and to deliver all the works that the teachers request.

DATABASE MANAGEMENT

This score will be computed by objective evaluation and final examination tests. It is essential to get at least a 5 in this part to achieve a passing grade in the course. This pass can be achieved either in the objective tests of continuous assessment of the subject, or in the final exam.

SPREADSHEET

This grade will be calculated through theoretical and practical activities and a final exam. It is essential to get at least a 5 in this part to achieve a pass in the subject. This pass can be achieved either in the theoretical-practical activities of continuous assessment of the subject, or in the final exam.

FINAL EXAM

It is compulsory to take the final exam, which will consist of two parts. The MS Excel part will have a weighting of 65% and the remaining 35% will correspond to MS Access. The final exam corresponds to 50% of the subject. Students who have not passed any of the two parts of the subject in continuous assessment will necessarily have to pass that part in the final exam. If for this reason the student does not qualify to pass the course, the grade cannot exceed 3.9.

WITH HONOR GRADE

In principle there will be no specific test, but the students with the highest final mark will be awarded with an honor grade, provided they meet the conditions of merit and those required by the University. In the event of a tie, attendance and participation in class will prevail.

SECOND CALL

The grade for the second round will be exclusively that obtained in the exam, which will consist of two parts: MS Access (35% of the grade) and MS Excel (65% of the grade). To pass the course it is essential to pass both parts. If for this reason the student does not meet the conditions to pass the course, the grade will not exceed 3.9.

Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5, R6	5,00%	Attendance and participation in the activities of synchronous communication
R1, R2, R3, R4	25,00%	Conduct of deliverables
R1, R2, R3, R4	15,00%	Regular evaluations through online questionnaires.
R1, R2, R3, R4, R5, R6	5,00%	Participation in discussion forums
R1, R2, R3, R4	50,00%	Final on-site assessment.

Observations

The score will be calculated according to the following calculation:
   ·ATTENDANCE AND PARTICIPATION IN SYNCHRONOUS COMMUNICATION ACTIVITIES (DISCUSSION FORUMS) (10% of total final mark) (DISTANCE EVALUATION).
   ·OBJECTIVE TESTS ONLINE (15% of the total final mark) (DISTANCE EVALUATION).
   ·DELIVERABLE ACTIVITIES (25% of total final mark) (DISTANCE EVALUATION).
   ·Final Evaluation Test of face-to-face validation (50% of the total of the final mark) (DISTANCE EVALUATION).

The deliverable activities of the course will be grouped in 4 Activities of Continuous Evaluation (AE), which will have to be delivered and in which the students should obtain a grade higher than 5, so that the final classroom test of the course will also fulfil the objective of validating the grades obtained in the distance learning activities. Logically, in any case it will be necessary to pass the final exam of the subject. In the final exam, both the MS EXCEL and MS ACCESS parts must be passed. The weighting is MS ACCESS is 35% and MS EXCEL is 65%. If, because of having failed any of the parts of the final exam, the student does not meet the conditions to pass the subject, the grade cannot exceed 3.9.

NOTE: To obtain the maximum grade, the activities must be delivered on the scheduled dates, which will be announced on the platform.

WITH HONOR

The teacher will be free to grant or not a grade with honor to any of the students who have obtained an A. This criterion for the awarding of grade with honor will, in any case, follow the general criteria of the UCV, according to which only one Honourable Matriculation can be awarded for every 20 students (or fraction thereof for groups of less than 20 students).

SECOND CALL

To be able to apply for this call it is compulsory to have passed the deliverable activities . The grade for the second round will be exclusively that obtained in the exam, which will consist of two parts: MS Access (35% of the grade) and MS Excel (65% of the grade). To pass the course it is essential to pass both parts. If for this reason the student does not meet the conditions to pass the course, the grade will not exceed 3.9.

MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.

Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

M1   Problem solving, commentaries, summaries to hand in periodically.

M3   Teacher presentation of contents, analysis of competences, explanation and in-class display of skills, abilities and knowledge.

| M5 | Group work sessions supervised by the professor. Case studies, diagnostic tests, problems, field work, computer room, visits, data search, libraries, on-line, Internet, etc. Meaningful construction of knowledge through interaction and student activity. |

| M7 | Supervised monographic sessions with shared participation. |

| M9 | Application of multidisciplinary knowledge. |

| M11 | Personalized and small group attention. Period of instruction and / or orientation conducted by a tutor with the objective of reviewing and discussing the materials and topics presented in classes, seminars, readings, conducting work, etc. |

| M13 | Set of oral and/or written tests used in initial, formative or additive assessment of the student. |

| M14 | Student study: Group Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions. |

| M16 | Group preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions. |

| M17 | Teacher presentation of contents, analysis of competences, explanation and in-class display of skills, abilities and knowledge. |

| M19 | Groupwork sessions in the chat under supervision of the lecturer. Analysis of economic and business case studies, both real and fictitious, in order to build knowledge through the student's interaction and activity. Critical analysis of values and social commitment. |

| M21 | Monographic sessions though the semester, which will be aimed at current aspects and applications of the subject. |

| M23 | Set of written or oral tests used for the initial, formative or cumulative assessment of the student. |

| M25 | Student study: Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc., for their discussion or submission in electronic format. |

| M27 | Individual support for the monitoring and orientation of the learning process. It will be carried out by a lecturer and will pursue the revision and discussion of the materials, topics, readings, tasks, etc. |

M29   Group preparation of readings, essays, problem solving, seminars, papers, reports, etc., for their discussion or submission.

M31   Participation in discussion forums related to the subject under the supervision of the lecturer.

IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
On-campus Class M3	R1, R2, R3, R4, R5, R6	22,00	0,88
Practical Class M5	R1, R2, R3, R4, R5, R6	15,00	0,60
Seminar M5	R1, R2, R3, R4	5,00	0,20
Group Presentation of Papers M5	R3, R5, R6	6,00	0,24
Office Assistance M11	R3	6,00	0,24
Assessment M13	R1, R2, R3, R4, R5, R6	6,00	0,24
TOTAL		**60,00**	**2,40**

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group Work M16	R1, R2, R3, R4	30,00	1,20
Independent Work M14	R1, R2, R3, R4, R5, R6	60,00	2,40
TOTAL		**90,00**	**3,60**

ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Synchronous Virtual Session M17	R1, R2, R3, R4, R5, R6	4,00	0,16
Synchronous Vitual Practical Session M19	R1, R2, R3, R4, R5, R6	4,00	0,16
Seminar and Synchronous Virtual Videoconference M21	R1, R2, R3, R4	4,00	0,16
On-site or Synchronous Virtual Assesment M23	R1, R2, R3, R4, R5, R6	3,00	0,12
TOTAL		**15,00**	**0,60**

ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual Work M25	R1, R2, R3, R4, R5, R6	60,00	2,40
Tutorial Support Sessions M27	R1, R2, R3, R4, R5	5,00	0,20
Group Work M29	R1, R2, R3, R4	10,00	0,40
Discussion Forum M31	R1, R2, R3, R4, R5, R6	10,00	0,40
Continuous Assessment Tasks M1	R1, R2, R3, R4, R5, R6	50,00	2,00
TOTAL		**135,00**	**5,40**

Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
Spreadsheet Functions and Tools	·Review of basic functions and formulas ·Use of advanced Excel features ·Use of Form Controls ·Use and design of simple macros
Database Design	·Basic knowledge about information systems ·Basic knowledge about databases ·Entity-Relationship Model
Database management	·MS Access application interface ·Parts of a database ·Relationships in a database ·Data selection queries ·Other types of Access queries

Temporary organization of learning:

Block of content	Number of sessions	Hours
Spreadsheet Functions and Tools	17,00	34,00
Database Design	3,00	6,00
Database management	10,00	20,00

References

Applegate L.M. y otros (2005) Corporate Information Systems Management. Text and Cases ISBN 97-800-7294-7755

Arjonilla Domínguez, S.J. & Medina Garrido, J.A. (2009) La Gestión de los Sistemas de Información en la Empresa : Teoría y Casos Prácticos. Ed. Pirámide ISBN: 84-368-2128-9

Laudon, K. & Laudon P. (2019) Management Information Systems: Managing the Digital Firm. Ed. PEARSON. **ISBN-10:** 0135191793

Microsoft technical support. Office help and learning. Available in: https://support.microsoft.com/es-es/office

Alexander, M. (2018) Excel 2019 Bible. Ed. John Wiley & Sons Inc. ISBN: 9781119514787

Vv. Aa. (2019) Access - versiones 2019 y Office 365. Ed. Eni. ISBN: 2409021271

Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

X	Microsoft Teams
	Kaltura

Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

X	Microsoft Teams
	Kaltura

Explanation about the practical sessions:

The activities would be carried out during the synchronous sessions, having to delivered at the end of the session. In the case of attendance problems arising from the confinement, the student will be able to deliver the daily exercise until 23:59 on the day the session.

2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

| X | The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus. |

| | The following changes will be made to adapt the subject's assessment to the online teaching. |

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System:

ONLINE WORK

Regarding the Assessment Tools:

☐   The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

X   The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System: