



## Information about the subject

**Degree:** Bachelor of Science Degree in Business Administration and Management

**Faculty:** Faculty of Legal, Economic and Social Sciences

**Code:** 300104 **Name:** Information Systems for Management I

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

**Module:** Quantitative Methods

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

**Department:** Economics, Business Management, and Marketing

**Type of learning:** Classroom-based learning / Online

**Languages in which it is taught:** English, Spanish

### Lecturer/-s:

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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

Have a basic knowledge of how to use a computer



## 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 Temporalize and prioritize properly the tasks using computer to optimize the time.
- R2 To work together and in an integrated way with an office automation package such as Microsoft Office®. To use basic tools such as compressors, browsers and search engines.
- R3 To know the current situation of the Information Systems and the ICT in the organizations. And the different technological solutions. To know the organization of the computing center, the security issues and the law related to the protection of privacy (Ley Orgánica de Protección de Datos).
- R4 Analyze and solve problems of productivity using tools, by means of MS Excel functions.
- R5 Write personalized letters, accessing data that may be in Word or Excel files.
- R6 Using computer resources for the development of their training activities.



## 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
CG0	Speaking well in public.		X		
CG1	Capacity of analysis and synthesis.		X		
CG2	Adequate management of time and resources.		X		
CG3	Capacity to apply knowledge into practice.			X	
CG6	Use of ICTs				X



CG7	Information management.			X	
CG8	Orientation to problem-solving.			X	
CG9	Decision-making orientation.		X		
CG11	Creativity and ability to generate new ideas.		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		
CE14	To understand the potential impact of aspects related to the macro- and microeconomic environment and its institutions on business organizations (e.g. the monetary and financial system, domestic markets)		X		
CE15	Ability to obtain, from the data, valuable information for decision making.			X	
CE17	Application of professional criteria to the analysis of business problems.		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
R1, R2, R3, R4, R5, R6	15,00%	Objective Tests
R2, R3, R4, R5	25,00%	Conduct of Theory-Practice
R1, R2, R3, R6	10,00%	Class attendance and participation
R1, R2, R3, R4, R5, R6	50,00%	Final Exam

### Observations

In order to measure the acquisition of the subjects' competences through the learning results 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. Students will take objective tests. The main part of the course will be evaluated by means of problem-solving tests or task simulation. These tests will be done in the computer room, being totally practical.

In order to evaluate the part of the subject "Tools to prepare presentations", the students will make a work in class using the tool MS PowerPoint.

This work will be done individually and can be completed outside the classroom. It should be given to the teacher on the date indicated by him/her.

The grade will be calculated according to the following calculation:

- ATTENDANCE AND PARTICIPATION (10% of the total final grade)
- OBJECTIVE TESTS (15% of total final grade)
- REALIZATION OF THEORETICAL-PRACTICAL ACTIVITIES (25% of the total of the final mark.)
- FINAL EXAM (50% of the total final grade).

#### ATTENDANCE AND PARTICIPATION

The attendance and participation note will be calculated according to the following percentage. If it is more than 80%, the score will be 1. Between 70% and 80%, the score will be 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.
- Absences will not be counted, even if they are justified.
- Attendance outside of class (late or unauthorized absence without the corresponding practice)



will not be counted.

In order to obtain the 10 in this part, it is mandatory to submit a Basic Word paper, on the date indicated. This work will be done by the student outside of class and will be individual work.

### **OBJECTIVE TESTS**

Two objective tests will be conducted throughout the course. One of them corresponds to MS Word and the other to MS Excel. The percentages to be applied are 10% Word and 20% Excel. Total 30% of the final grade.

### **THEORETICAL-PRACTICAL WORK**

The WORKS note refers exclusively to the part of the course concerning the preparation of presentations with the MS PowerPoint tool. Work not completed and presented in class will not be assessed. There will be no exam for this part of the course.

### **FINAL EXAM**

The final examination will consist of two parts. The Word part will account for 45% of the grade and the

Excel 55%. To pass the course you have to pass both parts of the final exam. If for this reason the student does not meet the conditions to pass the subject, the grade may not exceed 3.9.

### **WITH HONORS**

The teacher will be free to grant or not with honor to any of the students who have obtained an A. This criterion for the awarding 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).

In principle there will not be a specific test, but will be awarded to the students with the highest final mark, provided that 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 call will be exclusively the one obtained in the exam, which will consist of two parts: MS Word (45% of the grade) and MS Excel (55% 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.

### **SINGLE ASSESSMENT FOR FACE-TO-FACE COURSES**

In accordance with the General Regulations for Assessment and Grading of Official Courses and UCV Qualifications, single assessment is linked to the inability of students enrolled in a face-to-face course to attend. It is, therefore, an extraordinary and exceptional assessment system that may be chosen by students who, for justified and accredited reasons, are unable to undergo the continuous assessment system, and who request it from the professor responsible for the subject, who will expressly decide on the admission of the student's request for single assessment and will notify them of its acceptance or rejection.

In the subject Information Systems for Management I, students must attend at least 70% of the sessions.

The single assessment, both in the first and second exam sessions, will consist of the final exam,



which will account for 90% of the grade, together with the completion of an entity-relationship model and a relational model on an exercise that will be carried out in conjunction with the final exam and will account for 10% of the final grade.

Students of Management Information Systems II who anticipate being unable to meet the attendance requirements may request access to recordings of the online sessions to facilitate their follow-up of the course.

## REGARDING AI

In the course Information Systems for Management I, the use of any type of AI is not permitted for completing practical assignments or assessment tests.

## Online teaching

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

## Observations

The grade will be calculated according to the following calculation:

- ATTENDANCE AND PARTICIPATION IN SYNCHRONOUS COMMUNICATION ACTIVITIES (DISCUSSION FORUMS) (10% of total final grade) (REMOTE EVALUATION).
- OBJECTIVE TESTS ONLINE (15% of the total final mark) (REMOTE EVALUATION).
- DELIVERABLE ACTIVITIES (25% of the total final mark) (REMOTE EVALUATION).
- Final Evaluation Test of face-to-face validation (50% of the total of the final mark) (PRESENT EVALUATION).

NOTE: To obtain the maximum qualification, the activities must be delivered on the scheduled dates, which will be announced on the platform. The teacher can ask for the repetition of those activities that have not been carried out in a satisfactory way.

In order to pass the course in both the first and second call it is necessary:

- To have passed the continuous assessment activities. If the student has not passed the continuous assessment activities, he/she will not be able to sit for the classroom exam.
- To pass in the presential exam 2 both the part of Text Editor and the part of Spreadsheet. If for this reason the student does not meet the conditions to pass the course, the grade will not exceed 3.9.

With respect to the second call, the grade will be exclusively that of the classroom exam.





## WITH HONORS

The teacher will be free to grant or not honorary registration to any of the students who have obtained an A. This criterion for the awarding of Honourable Matriculation 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).

## SINGLE ASSESSMENT VIRTUAL MODALITY

In accordance with the General Regulations for Assessment and Grading of Official Courses and UCV Degrees, single assessment is linked to the inability of students enrolled in a degree program to attend classes. It is, therefore, an extraordinary and exceptional assessment system available to students who, for justified and accredited reasons, are unable to undergo the continuous assessment system and request it from the professor responsible for the subject, who will expressly decide on the admission of the student's request for single assessment and notify them of its acceptance or rejection.

In the subject Information Systems for Management I, students must attend and participate in at least 70% of the classes.

The single assessment, both in the first and second exam sessions, will consist of the final exam, which will account for 90% of the grade, together with the completion of an entity-relationship model and a relational model on an exercise that will be carried out in conjunction with the final exam and will account for 10% of the final grade.

The synchronous sessions will be recorded so that they can be followed normally and students can qualify for full marks in attendance and participation.

## REGARDING AI

In the subject Information Systems for Management I, the use of any type of AI is not permitted for the completion of practical work or assessment tests.

## MENTION OF DISTINCTION:

The mention of "Honors" may be awarded to students who have obtained a grade equal to or greater than 9.0. Their number may not exceed five percent of the students enrolled in a group in the corresponding academic year, unless the number of students enrolled is lower.

## 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	R2, R3, R6	23,00	0,92
Practical Class M5	R1, R2, R3, R4, R5, R6	15,00	0,60
Seminar M11	R2	4,00	0,16
Group Presentation of Papers M5	R2	6,00	0,24
Office Assistance M11	R1, R2, R3, R4, R5, R6	6,00	0,24
Assessment M13	R1, R2, R3, R4, R5, R6	6,00	0,24
<b>TOTAL</b>		<b>60,00</b>	<b>2,40</b>

### LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group Work M16, M29	R1, R2, R3, R4, R5, R6	30,00	1,20
Independent Work M14	R1, R2, R3, R4, R5, R6	60,00	2,40
<b>TOTAL</b>		<b>90,00</b>	<b>3,60</b>



## ON-LINE LEARNING

### SYNCHRONOUS LEARNING ACTIVITIES

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

### 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, R6	5,00	0,20
Group Work M29	R2, R4, R6	10,00	0,40
Discussion Forum M31	R1, R3	10,00	0,40
Continuous Assessment Tasks M1	R2, R3, R4, R5	50,00	2,00
<b>TOTAL</b>		<b>135,00</b>	<b>5,40</b>



## Description of the contents

Description of the necessary contents to acquire the learning outcomes.

### Theoretical contents:

Content block	Contents
Text processors	<ul style="list-style-type: none"><li>·Key features and interface of word processors</li><li>·Configure the appearance of a document and modifying its basic properties</li><li>·Use styles to change the appearance of text and structure documents</li><li>·Use and configuring the different sections of a document</li><li>·Insert and configure different elements in the document</li><li>·Create fields that automatically display text</li></ul>
Slideshow tools	<ul style="list-style-type: none"><li>·Use Powerpoint to design mid-advanced level slideshows</li><li>·Insert different objects in the slideshows</li><li>·Modify the basic appearance and properties of the slides</li><li>·Designing custom slideshows</li><li>·Insert buttons that allow specific actions to be performed</li><li>·Use other features</li></ul>
Spreadsheets	<ul style="list-style-type: none"><li>·Learn how to use the interface and basic functionalities of Excel</li><li>·Design simple mathematical formulas</li><li>·Know how to differentiate and use absolute and relative references</li><li>·Learn how to use basic mathematical functions</li><li>·Learn how to use logical functions</li><li>·Solve problems using the appropriate functions and formulas</li></ul>



## Temporary organization of learning:

Block of content	Number of sessions	Hours
Text processors	10,00	20,00
Slideshow tools	3,00	6,00
Spreadsheets	17,00	34,00

## References

Soporte técnico de Microsoft. Ayuda y Formación de Office (2020). Disponible en:  
<https://support.microsoft.com/es-es/office>

Llena Hurtano S. (2019) Aprender Excel 365/2019 con 100 ejercicios prácticos. Ed. Marcombo.  
ISBN: 8426728170

Vv. Aa. (2019) Excel y Word (versiones 2019 y Office 365). Ed. Eni. ISBN: 240902064X

Peña Pérez, Rosario. OFFICE 2019-OFFICE 365. Ed Altaria. ISBN 978-84-947319-7-6



## 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:

☒ 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:

☒ Microsoft Teams

☐ Kaltura

Explanation about the practical sessions:

The practical sessions will be carried out as in the in person mode: the activities will be carried out with the support of the teacher during class hours. In case of confinement, due to the difficulties that could raise, the activities will be allowed to be delivered during the whole day.



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

### ONSITE 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.

☐ 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:

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

Course guide		Adaptation	
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