



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 Technology **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:

301A	<u>Javier Perez Bou</u> (Responsible Lecturer)	javier.perez@ucv.es
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Module organization

Quantitative Methods

Subject Matter	ECTS	Subject	ECTS	Year/semester
Information Technology	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 Econometrics 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 basic knowledge of computer operation



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 Demostrar poseer y comprender conocimientos en un área de estudio que parte de la base de la educación secundaria general, y se suele encontrar a un nivel que, si bien se apoya en libros de texto avanzados, incluye también algunos aspectos que implican conocimientos procedentes de la vanguardia de su campo de estudio. [RAB1]
- R2 Aplicar correctamente sus conocimientos a su trabajo o vocación de una forma profesional y ser capaz de elaborar y defender argumentos y resolver problemas dentro de su área de estudio. [RAB2]
- R3 Ser capaz de recopilar e interpretar datos relevantes (normalmente dentro de su área de estudio) para emitir juicios que incluyan una reflexión sobre temas relevantes de índole social, científica o ética. [RAB3]
- R4 Ser capaz de transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado tanto en español como en inglés. [RAB4]
- R5 Demostrar un alto grado de autonomía en el aprendizaje. [RAB5]
- R6 Elaborar respuestas teórico-prácticas basadas en la búsqueda sincera de la verdad plena y la integración de todas las dimensiones del ser humano ante las grandes cuestiones de la vida. [RAT1]
- R7 Aplicar los principios derivados del concepto de ecología integral en sus propuestas o acciones, sea cual sea el alcance y el área de conocimiento y los contextos en las que se planteen. [RAT2]
- R8 Respetar y poner en práctica los principios éticos y las propuestas de acción derivados de los objetivos para el desarrollo sostenible transfiriéndolos a toda actividad académica y profesional. [RAT3]
- R9 Ser capaz de utilizar las tecnologías de la información y la comunicación (TIC) para buscar, almacenar, procesar y presentar la información de forma segura y eficiente, así como para interactuar y colaborar con otros agentes en el ámbito académico y profesional. [RAG1]
- R10 Ser capaz de tomar decisiones de forma autónoma, responsable y razonada. [RAG2]
- R11 Ser capaz de generar y desarrollar nuevas ideas y soluciones originales e innovadoras para los problemas y retos que se plantean en su ámbito de estudio y en su entorno profesional, demostrando iniciativa, flexibilidad y espíritu crítico. [RAG3]



- R12 Ser capaz de comprender la tecnología existente y las nuevas tecnologías que afectan al ámbito de la administración y dirección de empresas, así como de evaluar su impacto para la creación, el desarrollo y la competitividad de los nuevos o futuros mercados. [RAE4]
- R13 Ser capaz de integrarse y gestionar una empresa, organización, o área funcional. Entendiendo su posicionamiento competitivo e institucional en el mercado y en el entorno, e identificando sus fortalezas y debilidades, así como las amenazas y oportunidades que se le presentan, para mejorar su rendimiento y su sostenibilidad. [RAE6]



Assessment system for the acquisition of competencies and grading system

Assessed learning outcomes	Granted percentage	Assessment method
R1, R6, R9, R12	15,00%	Objective Tests
R1, R6, R9, R12	25,00%	Completion of Theoretical-Practical Activities
R1, R2, R3, R4, R8, R9, R12, R13	10,00%	Class Attendance and Participation
R1, R6, R9, R12, R13	50,00%	Final Exam
R2, R3, R4	5,00%	Participation in Synchronous Communication Activities
R1, R6, R9, R12	30,00%	Deliverable Activities
R1, R6, R9, R12	5,00%	Periodic Evaluations Through Online Questionnaires
R1, R2, R3, R4	5,00%	Participation in Discussion Forums
R1, R6, R9, R12, R13	55,00%	Final evaluation with essay questions and practical scenarios (In-person activity)

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 faculty will monitor class attendance and participation.
- The practical exercises completed throughout the course will be assessed within the relevant timeframes, allowing for day-to-day monitoring of the subject. Students will take objective tests. The main part of the subject will be assessed through problem-solving tests or task simulations. These tests will be conducted in the computer lab and are entirely practical.

- To assess the "Tools for Preparing Presentations" portion of the subject, students will complete an assignment in class using MS PowerPoint. This assignment will be completed individually and may be completed outside of class. It must be submitted to the instructor on the date indicated.

The grade will be calculated according to the following calculation:

- Participation: 10%



- Assignments: 10%
- Word Processor (MS Word): 35%
- Spreadsheet (MS Excel): 45%

PARTICIPATION

The participation grade will be calculated according to the following percentage:

- If assignments are submitted in more than 80% of the sessions, the grade will be 10.
- Between 70% and 80%, the grade will be 5, and in all other cases, it will be 0.

In addition:

- Absences, even justified, will not be counted.
- Attendance at part of the class (lateness or unauthorized withdrawal without submitting the corresponding practice) will not be counted.

ASSIGNMENTS

The ASSIGNMENT grade primarily refers to the portion of the course related to preparing presentations using MS PowerPoint. Presentations not completed in class will not be credited. The assignments for different parts of the course, which the student must complete outside of class and submit on the indicated dates, will also be assessed. There will be no exam for the MS PowerPoint portion of the subject, provided that students attend three of the four sessions dedicated to this topic. Otherwise, a short slideshow must be designed on the day of the exam, following a specific instructional guide. This presentation must be completed within the two hours allotted for the exam.

WORD PROCESSOR AND SPREADSHEET

This grade will be computed through two different midterm exams, one per area (Word and Excel).

FINAL EXAM

The final exam will consist of a Word and Excel section. If students did not attend the minimum number of sessions required for the PowerPoint section, they must also give a short presentation.

REQUIREMENT FOR PASSING

In order to calculate the student's average for the course, the student must have passed either the midterm or final exam on word processing and spreadsheets. This means that if a student fails one part (Word or Excel) in both the midterm and final exams, the student will be considered to have failed. In this case, the student will receive a final grade of 4.

If the student have passed both Word and Excel, either in the final or mid-term exam, the average will be calculated according to the percentages indicated above.

SECOND EXAM

The grade for the second exam will be exclusively the one obtained in the exam, which will consist of two sections: MS Word (45% of the grade) and MS Excel (55% of the grade). To pass the course, it is essential to pass both parts.

STUDENTS IN SECOND AND SUBSEQUENT ENROLLMENTS

These students will be assessed by exam. The grade 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.

UNIQUE ASSESSMENT AND CLASS ATTENDANCE



In accordance with the General Regulations for the 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 class. 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 single assessment request and notify them of its acceptance or rejection.

Regarding the Information Systems I course, the minimum attendance rate required is 70%, which is the limit to be taken into consideration for any potential request for a single assessment. If granted, this will be based on the following criteria: in both the first and second sittings, 10% participation will increase the percentage of final practical tests (by 10%) taken during the official exam period.

USE OF AI IN THE SUBJECT

In the Information Systems I course, the use of any type of AI is not allowed for the practical exercises proposed in the section on word processors and spreadsheets. However, in the presentations section, Microsoft Copilot must be used to generate images and obtain information, which must always be verified with the references to the sources provided by the AI system itself.

CRITERIA FOR AWARDING A DISPLAY OF HONOR

According to Article 14.4 of the General Regulations for the Evaluation and Grading of Teaching According to Article 14.4 of the General Regulations for the Evaluation and Grading of Official Studies and UCV-Owned Degrees, the "Matrícula de Honor" distinction may be awarded to students who have obtained a grade equal to or higher 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 less than 20, in which case only one "Matrícula de Honor" may be awarded.

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:

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| M1 | Lecture of contents by the teacher, analysis of competencies, explanation, and demonstration of abilities, skills, and knowledge in the classroom. |
| M3 | Supervised group work sessions led by the teacher. Study of economic-business cases, both real and fictitious. Meaningful construction of knowledge through student interaction and activity. Critical analysis of values and social commitment. |



- M4 Supervised monographic sessions with shared participation.
- M5 Application of interdisciplinary knowledge.
- M6 Personalized and small-group attention. Instruction and/or guidance period conducted by a tutor with the aim of reviewing and discussing materials and topics presented in classes, seminars, readings, completion of assignments, etc.
- M7 Set of oral and/or written tests used in the initial, formative, or summative assessment of the student.
- M9 Group preparation of readings, essays, problem-solving, seminars, assignments, reports, etc., to present or submit in theoretical classes, practical classes, and/or small-group tutorials.
- M10 Student study: individual preparation of readings, essays, problem-solving, seminars, assignments, reports, etc., to present or submit in theoretical classes, practical classes, and/or small-group tutorials.
- M11 Presentation of content by the teacher, analysis of competencies, explanation, and demonstration of skills, abilities, and knowledge in the virtual classroom.
- M12 Group work sessions via moderated chat led by the teacher. Study of economic-business cases, both real and fictitious, to construct knowledge through student interaction and activity. Critical analysis of values and social commitment.
- M13 Monographic sessions throughout the course, focused on current aspects and applications of the subject.
- M14 Problem-solving, comments, reports, to be submitted at deadlines throughout the course.
- M15 Individual attention for monitoring and guidance of the learning process, conducted by a tutor with the objective of reviewing and discussing materials, topics, seminars, readings, completion of assignments, etc.
- M16 Participation and contributions to discussion forums related to the subject, moderated by the course instructor.
- M17 Set of tests, written or oral, used in the initial, formative, or summative assessment of the student.



- M19 Group preparation of readings, essays, problem-solving, seminars, assignments, reports, etc., for dissemination or submission.
- M20 Student study: individual preparation of readings, essays, problem-solving, seminars, assignments, reports, etc., for discussion or submission in electronic format.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
On-campus Class M1, M3, M6	R1, R7, R8	22,50	0,90
Practical Class M1, M3, M6	R6, R8, R9, R10, R11, R12, R13	15,00	0,60
Seminar M3, M4	R1, R2, R4, R5	4,50	0,18
Group Project Presentation M9	R2, R4, R6, R7, R8	6,00	0,24
Tutoring M6	R5, R8	6,00	0,24
Evaluation M5, M7	R6, R9, R10, R11, R12	6,00	0,24
TOTAL		60,00	2,40

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group Work M10	R3, R4, R5, R6, R7	30,00	1,20
Individual Work M10	R5, R6, R7, R8	60,00	2,40
TOTAL		90,00	3,60



ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Synchronous Virtual Session M11	R1, R2, R3, R6, R8, R12	4,00	0,16
Synchronous Virtual Practical Session M12, M13, M14	R3, R6, R7, R8, R9, R10, R11, R12, R13	4,00	0,16
Synchronous Virtual Seminar and Videoconference M11, M12, M13, M14	R2, R3, R5, R6, R10	4,00	0,16
In-person Assessment M17	R2, R3, R4, R8, R9, R10, R11, R12	3,00	0,12
Group Work M12, M13, M14, M15	R1, R2, R3, R4, R6, R8, R9, R11, R13	10,00	0,40
Individual Work M20	R5, R9, R10, R11, R12, R13	60,00	2,40
TOTAL		85,00	3,40

ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual Tutoring M14, M17	R2, R3, R6, R7, R8, R9, R10, R11, R12	50,00	2,00
Discussion Forums M15	R5, R11, R12, R13	5,00	0,20
Continuous Assessment Activities M16	R1, R2, R3, R4, R6	10,00	0,40
TOTAL		65,00	2,60



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">·Key features and interface of word processors·Configuring the appearance of a document and modifying its basic properties·Using styles to change the appearance of text and structure documents·Using and configuring the different sections of a document·Inserting and configuring different elements in the document·Creating fields that automatically display text
Tools for creating slideshows	<ul style="list-style-type: none">·Using PowerPoint to create intermediate-level presentations·Inserting different objects into presentations·Modifying the appearance and basic properties of slides·Designing customised presentations·Inserting buttons that allow specific actions to be performed·Using other features
Spreadsheets	<ul style="list-style-type: none">·Understand the interface and basic functions of Excel·Design simple mathematical formulas·Know how to differentiate between and use absolute and relative references·Understand basic mathematical functions·Understand logical functions and how to use them·Solve problems using the appropriate functions and formulas



Temporary organization of learning:

Block of content	Number of sessions	Hours
Text processors	11,00	22,00
Tools for creating slideshows	4,00	8,00
Spreadsheets	15,00	30,00

References

Microsoft Technical Support. Office Help and Training (available at <https://support.microsoft.com/es-es/office>)

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

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

Alexander, M., & Kusleika, D. (2025). *Microsoft Excel 365 Bible*. John Wiley & Sons.