

Academic Year: (2018 / 2019)

Review date: 29-06-2018

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: PACIOS LOZANO, ANA REYES

Type: Basic Core ECTS Credits : 6.0

Year : 1 Semester : 1

Branch of knowledge: Social Sciences and Law

OBJECTIVES

The subject will contribute to the student acquiring the following general competences of the title:

CG1 - To know and apply the fundamental principles and techniques for the management of information in the digital environment

CG2 - Know the theories, principles and instruments, classic and contemporary, of communication, organization and information management.

CG3 - Be able to identify processes and workflows in an organization and apply the techniques and tools for describing, controlling, managing and preserving documentation, especially electronics, throughout its life cycle.

At the end of the course the student:

CE1- Will have a global vision of information management in the company, its requirements and applications.

CE2- Will be able to design, implement and manage an information system in an organization, based on its information needs.

CE3- Will develop the information nucleus of the organization and guarantee the accessibility to it.

CE4- Determine the internal and external information needs of the organization to satisfy them competitively.

CE5- Know the sources, methods, techniques and tools available to manage the information.

DESCRIPTION OF CONTENTS: PROGRAMME

1. The value of information in organizations. The organization as an information system. Types of information and information flows.

The information manager: functions and tasks.

2. Concepts related to information management: Information, Systems, Information systems, Knowledge management, Content management, Document management.

3. Elements involved in information management: information resources, users of information products and services, communication channels (technology), human resources, equipment, work procedures. The documentary information system.

4. The audit of information. Phases, methods and techniques. Results of the process.

5. The Functions of the information system. Stages in information management: planning, organization and control.

LEARNING ACTIVITIES AND METHODOLOGY

- Acquisition of knowledge and skills (3 credits) through lectures, teaching materials developed by teachers, specialized readings and discussions, as well as students' personal study.

- Acquisition of skills and abilities (3 credits) through lectures, case studies, practical exercises conducted individually and in groups and presenting selected to reinforce the theoretical knowledge acquired by students and train them so they can apply to specific situations.

The tutorials will give individual / group assistance to the student by the teacher when these are required or are necessary in the teacher's opinion

ASSESSMENT SYSTEM

The final grade for the course, continuous assessment result will be obtained according to the following scale:

- 60% final exam.
- 40% activities and exercises, conducted individually and in groups, including the participation and active involvement of students, about lectures, case studies, tutorials, etc.

It will be necessary to obtain at least half of the score in each percentage to be able to add both grades.

% end-of-term-examination:	60
% of continuous assessment (assignments, laboratory, practicals...):	40

BASIC BIBLIOGRAPHY

- AFZAL, W. Management of Information Organizations, Oxford: Chandos, , 2012.
- BULINGE, F. Maîtriser l'information stratégique : Méthodes et techniques d'analyse., Paris: ADBS, , 2014.
- BULINGE, F. Maîtriser l'information stratégique : Méthodes et techniques d'analyse., Paris: ADBS, , 2014.
- CHAÍN NAVARRO, C. Gestión de la información en las organizaciones, Murcia: Universidad, , 2000.
- COBARSÍ MORALES, J. Sistemas de información en la empresa, Barcelona: UOC,, 2011.
- GUYOT, B. Dynamiques informationnelles dans les organisations, Paris: Editions Hermès-Lavoisier, , 2006.
- PABLOS HEREDERO, C. et. al. Dirección y gestión de los sistemas de información en la empresa, Madrid: ESIC,, 2006.
- PONJUÁN DANTE, G. Gestión de información. Dimensiones e implementación para el éxito organizacional., Madrid: Trea, , 2007.
- SOY AUMATELL, C. Auditoría de la información., Barcelona: UOC, , 2003.
- SUTTER, E. Le management de l'information: Présentation commenté du document de normalisation X50-185., Paris: ADBS,, 2005.

ADDITIONAL BIBLIOGRAPHY

- Other resources , will be , provided in class

BASIC ELECTRONIC RESOURCES

- Introducing Matthew Hinton, M. (ed.) . Information Management, the business approach. Taylor & Francis: 2011. :
http://www.sciencedirect.com/science/book/9780750666688