

Academic Year: (2024 / 2025)

Review date: 10-05-2024

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

DESCRIPTION OF CONTENTS: PROGRAMME

1. The information manager
 - Evolution, profiles, skills and sectors of activity
2. Information as a key resource in organizations.
 - Concepts related to information and its management
 - Information value
 - Culture and organizational environment in organizations.
3. Information systems
 - Evolution and typology
 - The implementation of an information management system. Stages.
4. Information management in organizations
 - Models and theorists
5. Methodologies and tools
 - Identification of processes and information flows
 - Information audit
 - Information policies

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

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

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

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.

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.
- 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: ABDS,, 2005.

ADDITIONAL BIBLIOGRAPHY

- Other resources , will be , provided in class

BASIC ELECTRONIC RESOURCES

- Baan, Paul. . Enterprise Information Management (1. Aufl., Vol. 2). Springer-Verlag, 2013.:
https://bibliotecas.uc3m.es/permalink/f/1ovs8ne/TN_cdi_skillsoft_books24x7_bkb00076675
- Matthew Hinton, M. (ed.) . Information Management, the business approach. Taylor & Francis: 2011. : http://www.sciencedirect.com/science/book/9780750666688
- Mcknight, William . Information Management. 1 Morgan Kaufmann 2013.:
<https://www.oreilly.com/library/view/information-management/9780124080560/?ar>