



COURSE: Information Management		TYPE: Compulsory	ECTS: 6
DEGREE: Undergraduate in Information and Digital Content Management		YEAR: 1 th	TERM: 1 st

WEEK	CONTENT DESCRIPTION	WEEKLY PROGRAMMING FOR STUDENT		
		DESCRIPTION	CLASS HOURS	HOMEWORK HOURS (Max. 10h week)
1	<ul style="list-style-type: none"> Introduction to the course Presentation of final practical group work <p>Introduction. Information Management in the frame of the studies of Information and digital contents Management</p> <p>Teaching Unit 1: Dimensions and principles of information management. 1.1. Concepts related to information management 1.2. The value of information in organizations</p>	<ul style="list-style-type: none"> Reading and study of teaching materials Creating workgroups 	1,5	9h
2	<p>1.3. The organization as an information system. 1.4. Types of information in an organization. 1.5. Characteristics of organizations with culture in information management</p> <p>Teaching Unit 2: The information manager: functions and tasks. 2.1. Functions and Tasks 2.2. The profile adapted to the job 2.3. The labor market</p>	<ul style="list-style-type: none"> Reading and study of teaching materials Exposure of doubts Making practical activities <p>Test on theoretical aspects T1</p>	1,5	9h
3	<p>2.2. The profile adapted to the job 2.3. The labor market</p> <p>Teaching Unit 3: Elements involved in information management. 3.1. The resources of the organization</p>	<ul style="list-style-type: none"> Reading and study of teaching materials Exposure of doubts Making practical activities <p>Test on theoretical aspects T2</p>	1,5	9h
4	<p>3.2. The structure of the organization 3.3. Users of information products and services</p>	<ul style="list-style-type: none"> Reading and study of teaching materials Exposure of doubts Making practical activities 	1,5	9h

5	3.4. The information flows 3.5. Communication channels 3.6. Procedures and work processes.	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts 	1,5	9h
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6	3.7. The information system 3.7.1. Objectives and characteristics	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts 	1,5	9h
7	3.7.2. Components	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts • Making practical activities • Test on theoretical aspects T3 	1,5	9h
8	Teaching Unit 4: Steps in information management: 4.1. Planning	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts • Making practical activities 	1,5	9h
9	4.1. Planning 4.2. Organization	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts • Making practical activities 	1,5	9h
10	4.2. Organization	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts 	1,5	9h
11	4.3. Execution	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts • Making practical activities 	1,5	9h
12	4.3. Execution 4.4. Control and evaluation	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts • Making practical activities 	1,5	9h

13	4.4. Control and evaluation	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts • Making practical activities 	1,5	9h
14	4.4. Control and evaluation Exhibition of course work	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts • Making practical activities • Test on theoretical aspects T4 	1,5	9h
15	Mentoring activities Delivery of practical exercises	<ul style="list-style-type: none"> • Reading and study of teaching materials • Exposure of doubts/ Mentoring activities 	1,5	4h
16	FINAL Exam		2	
17	EXAM REVIEW		1,5	9
SUBTOTAL (Hours)			45	105
TOTAL (Hours)			150	