

TEACHING GUIDE

2018/19

Centre 351 - Faculty of Economics and Business. Elcano Department

Cycle Indiferente

Plan GCOMER30 - Bachelor's Degree in Business Management

Year First year

SUBJECT

27512 - Management Information Systems

ECTS Credits: 6

DESCRIPTION & CONTEXTUALISATION OF THE SUBJECT

GENERAL DESCRIPTION

Today, the knowledge of Information and Communication Technologies (ICT) is vital in any branch of the business world so that our subject is essential in a Business related degree. It is increasingly necessary that those responsible for the current Business Management are competent in the use of ICT in their daily professional activity.

This subject is part of the Instrumental Tools module, offering a current and novel perspective on the evolution of ICTs with the widespread expansion of mass electronic media and the Internet. This course is intended for students to acquire by the end of the course, essential competencies for planning and managing successful businesses using ICTs, also understanding the implications of ICT and its impact on organizations. Also it is expected that students will acquire knowledge and skills in key aspects of security, logistics, payment, marketing and other associated technologies that allow them to deal with any implementation of ICT.

The methodology used is practical, collaborative and global. It is practical, because it includes the study of practical cases. It is collaborative, because the learning process is developed through collaborative activities (CL) and project based learning (PBL). It is global, because the development of the course is based on the use of a Moodle learning platform (EGELA-Virtual Campus), as support for class teaching.

This subject is oriented

1. To understand, value and use the characteristic hardware and software of an automated computer system, its functions and applications, centering principally on its application in the economic business environment.
2. To utilize office computer tools and information and communications technologies, including Internet, promoting self-learning as well as cooperative learning in the environment of business management.
3. To solve successfully exercises which require the command of the distinct web and office applications with adequate arguments and presentation.
4. To apply the learned skills and knowledge to other disciplines in the degree program.

COMPETENCIES/LEARNING RESULTS FOR THE SUBJECT

SKILLS TO BE ACQUIRED

1. Know, value and use the hardware and software features of a computerized information system, its functions and implementation, mainly on an economic and business environment. Specific competence linked to the G001, G002 and G003 competences of the Degree.
2. Use computer tools and ICTs, including the Internet, promoting both self-learning and cooperative learning in the field of business management. Specific competence linked to the G002 and G003 competences of the Degree.
3. Understand and solve successful practical exercises using several web and office applications, showing a good command of argumentation and presentation. Specific competence linked to the G001, G002 and G004 and G008 competences of the Degree.
4. Develop skills on information management. Being able to search, analyze and synthesize in oral and written form, information from various sources regarding ICTs. Transversal Competence linked to the G002 and G004 competences of the Degree.
5. Apply cognitive, emotional and instrumental skills that help students to work with autonomy and to participate actively in class, to develop the adequate individual and team

work, and to take initiatives and decisions about Internet and other information technologies. Transversal competency linked to skills the G005 and G008 competences of the Degree.

LEARNING OUTCOMES

OUTCOME 1

Acquire a wide perspective about ICTs which allows students to make strategic decisions and to understand its implications and its impact on organizations.

OUTCOME 2

Solve individual/group tasks about ICTs, from both a theoretical and practical point of view, using accurately the terminology of ICTs in a real Business environment.

OUTCOME 3

Implementation of knowledge and skills in key aspects of ICTs, such as: design, security, logistics, marketing and other related technologies, etc .., that allows them to plan, create and manage today's Business successfully.

OUTCOME 4

Participate actively in the class, in the virtual platform of the course, at forums and other proposed individual and group activities

THEORETICAL/PRACTICAL CONTENT

Information and communication technologies

Enterprise computing (modular business management)

Office software tools

Working with word processing tools

Working with spreadsheet processing tools

METHODS

ACTIVITIES FOR THE ACQUISITION OF SKILLS

CLASSROOM ACTIVITIES

Based on lectures and classroom practice. Include: conducting individual and group activities (written tests, reviews, practical exercises, discussions, oral presentations and other practical activities), for the specific application of concepts and contents of the subject.

CLASS ACTIVITIES

Review and create summaries of the key contents of the course. Review of materials that the Professor has used/referenced in class. Review additional materials recommended by the Professor. Solve of individual and group activities.

TYPES OF TEACHING

Type of teaching	M	S	GA	GL	GO	GCL	TA	TI	GCA
Classroom hours	12				48				
Hours of study outside the classroom	18				72				

Legend:

M: Lecture S: Seminario GA: Pract.Class.Work GL: Pract.Lab work GO: Pract.computer wo
GCL: Clinical Practice TA: Workshop TI: Ind. workshop GCA: Field workshop

ASSESSMENT SYSTEMS

- Final assessment system

TOOLS USED & GRADING PERCENTAGES

- Extended written exam
- Practical work (exercises, case studies & problems set)
- Team work (problem solving, project design)

ORDINARY EXAM CALL: GUIDELINES & DECLINING TO SIT

GRADING

The grading for this course is based on the method of continuous assessment which will require projects, exercises and examinations throughout the term. Active class participation and demonstrated interest will be valued. The final grade will be calculated according to the following percentages:

Correct completion and timely delivery of written tests and other written activities: 40%
Correct completion and timely delivery of practical tests and other practical activities: 50%
Attendance and active participation in the course, in the virtual platform of the course, in forums and other proposed educational activities: 10%

Students who started having continuous assessment, that wishes to resign during the term of this evaluation, must apply by letter to the Professor, before December 8, 2017, and his/her grade will be recorded as Not Submitted.

Students who do not pass the course with this system (continuous assessment) should refer to the second chance examination on the official dates set by the University (June 2018), in which the examination constitutes 100% of the grade.

Students who for a justified cause, cannot follow the method of continuous assessment must notify the Professor of this circumstance, once submitted the official request for a final examination at the Head of Studies Office, within the designated deadline by the UPV/EHU. For them, it will be administered a final examination on January 2018, that will compose 100% of the grade (in accordance with the university regulations).

EXTRAORDINARY EXAM CALL: GUIDELINES & DECLINING TO SIT

Students who do not pass the course with the defined class system (continuous assessment) should refer to the second chance examination on the official dates set by the University (June 2018), in which the examination constitutes 100% of the grade.

COMPULSORY MATERIALS

Class notes, manuals and other reports, e-books, Internet, a Personal Computer and some application Software.

REMARKS