

29011 - Information Sources for Decision-Making

Información del Plan Docente

Academic Year	2018/19
Subject	29011 - Information Sources for Decision-Making
Faculty / School	228 - Facultad de Empresa y Gestión Pública
Degree	429 - Degree in Public Management and Administration
ECTS	6.0
Year	2
Semester	Second semester
Subject Type	Compulsory
Module	

- **1.General information**
- 1.1.Aims of the course
- 1.2.Context and importance of this course in the degree
- 1.3. Recommendations to take this course
- 2.Learning goals
- 2.1.Competences
- 2.2.Learning goals
- 2.3.Importance of learning goals
- 3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

4.Methodology, learning tasks, syllabus and resources

4.1. Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. Due to the practical nature of the course, the learning activities will be oriented in the same direction, being essentially practical. A wide range of teaching and learning tasks are implemented, such as theory sessions, practice sessions, autonomous work, and assessment tasks.

Classroom materials will be available via Moodle. These include a repository of the lecture notes used in class, the course syllabus, as well as other course-specific learning materials.



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4.2.Learning tasks

This course (6 ECTS: 150 hours) is organized as follows:

- Theory sessions (35 hours). Teacher's explanation of the theory contents available in the ADD.
- Practice sessions (25 hours).
 - o Analysis of sources of information in the computer classroom.
 - o Conducting searches of information in the computer classroom.
- Autonomous work (83 hours). Work planning information recopilation and subsequent topic selection.
- Assessment tasks (7 hours).

4.3.Syllabus

This course will address the following topics:

- Topic 1. Information sources and Public Management Decision Making: 1 session.
- Topic 2. Documental supports and new information technologies: 2 sessions.
- Topic 3. Internet searching tools: 3 sessions.
- Topic 4. Knowledge and use of information sources and databases on personal and corporate information: 3 sessions.
- Topic 5. Knowledge and use of information sources and databases on scientific and technical information: 8 sessions.
- Topic 6. Knowledge and use of information sources and databases statistical information concerning: 8 sessions.
- Topic 7. Knowledge and use of information sources and databases relating to legal information: 8 sessions.

4.4.Course planning and calendar

Provisional course planning

Type of activity / week:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Theory sessions		4	4	4	3	2	2	2	2	2	2	2	2	2	2	2
Practice sessions					1	2	2	2	2	2	2	2	2	2	2	2
Assessn tasks	nent															
Autonon work	nous															

Total



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Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the Faculty of Business and Public Management website and Moodle.

4.5.Bibliography and recommended resources