

25715 - Management of information units

Syllabus Information

Academic year: 2024/25

Subject: 25715 - Management of information units

Faculty / School: 103 - Facultad de Filosofía y Letras

Degree: 268 - Degree in Information Management

ECTS: 6.0

Year:

Semester: Second Four-month period

Subject type: Basic Education

Module:

1. General information

The main goals of the subject are the knowledge and application of the basic management skills of the information units, covering aspects of budgeting, planning, communication, leadership, quality and control.

2. Learning results

In order to pass this subject, the students shall demonstrate they has acquired the following results:

- Is able to describe the main organizational problems, as well as the most relevant solutions, in the context of information units.
- Knows how to manage, organize and plan information units and their services following quality and excellence models.
- Applies Marketing techniques for the diffusion of the Information Unit and its services.
- Knows how to calculate the basic parameters of business management, related to the logistic-financial and logistic-productive processes.
- Identifies and uses the techniques that facilitate the integration, efficiency and well-being of the personnel of an information unit, applying and favoring the personal and professional development of people.
- Is able to communicate in an appropriate way according to the different communication goals and to use the techniques of both personal and organizational communication .
- Applies the functions and managerial skills in the Information Units.

3. Syllabus

Module 1. Management in the company. Organizations and environment.

Module 2. Organizational management and resource planning.

Module 3. Organizational structures, human resources and logistic-financial processes.

Module 4. The Directorate of Information Units. Historical evolution and organizations.

Module 5. Management models, management functions and resource administration.

Module 6. Leadership, motivation and communication.

4. Academic activities

- *Participative lectures:* the contents of the subject will be presented, with a practical orientation and applicable to information and documentation units.
- *Practical classes:* practical cases and/or case studies will be presented, studied and solved.
- *Teaching assignments:* evaluable teaching assignments will be prepared and presented.
- *Individual learning:* student's own activities for the acquisition and understanding of the theoretical and practical contents of the subject.
- *Assessment tests.*

5. Assessment system

FIRST CALL

Continuous assessment system.

1. Practical part (modules 1, 2 and 3): development of a work and/or resolution of practical case studies, individually or in groups (25% of the final grade) and a written test on the theoretical program (25% of the final grade).
2. Practical part (modules 4, 5 and 6): development of a work and/or resolution of practical case studies, individually or in

groups (25% of the final grade) and a written test on the theoretical program (25% of the final grade). In order to pass the subject it will be necessary to achieve at least 25% of the total possible score (practical and written test) of modules 1, 2 and 3 and 25% of the total possible score of modules 4, 5 and 6.

Global evaluation test.

1. Written test and/or short questions on the theoretical program (50%).
2. Written development of two topics related to the contents of the course syllabus (50%).

Criteria: Adequacy to the contents, use of clear and precise terminology.

SECOND CALL

Global assessment test: identical to that of the first call.

To pass the course it will be necessary to achieve at least 25% in each test (written test and development of topics).

6. Sustainable Development Goals

- 4 - Quality Education
- 5 - Gender Equality
- 17 - Partnerships for the Goals