

**Syllabus “Information Systems”**

**2013/2014**

Code: 102389

ECTS: 6

Degree	Year	Semester
950 Business Management and Administration (EHEA Degree)		2
952 Economics (EHEA Degree)		2

**Contact**

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**Language**

English

**Prerequisites**

The development of the course does not include any prerequisite knowledge to complete it.

Clearly students' must meet the administrative requirements to be enrolled.

**Objectives**

1. Show the way that companies are using systems and information technologies to transform business models, develop new strategies, innovate with new products and services and achieve operational excellence.
2. Understand why information systems are so essential in business today.
3. Define an information system both from technical and business point of view.
4. Identify and describe the three dimensions of information systems.
5. To evaluate the complementary assets required for the information systems to add value to the company.
6. Identify and describe contemporary approaches to the study of Information Systems and distinguish between systems knowledge and information systems knowledge.
7. Learn to use specific tools for improving personal productivity in the field of numerical analysis.

**Competences and learning outcomes**

- **1930: E04 - Apply theoretical knowledge to improve relations with customers and suppliers, and identify the advantages and disadvantages of the relationship for both parties. Firm and its clients or suppliers.**
  - 1930: E04.06 - Modeling the management of business operations by applying supporting quantitative techniques.
- **1930: E16 - Identify, justify and reason the right decisions based on the basic parameters of a business problem.**
  - 1930: E16.02 - Apply the basic principles of modeling in making business decisions.
- **1930: T01 - Be able to communicate orally and in writing in Catalan, Spanish and English, to synthesize and present the work done orally and in writing.**
  - 1930: T01.00 - Be able to communicate orally and in writing in Catalan, Spanish and English, to synthesize and present the work done orally and in writing.
- **1930: T02 - Select and generate the necessary information for each problem, analyze it and make decisions based on this information.**
  - 1930: T02.00 - Select and generate the necessary information for each problem, analyze it and make decisions based on this information.
- **1930: T04 - Organizing work, in terms of good time management and work management and planning.**
  - 1930: T04.00 - Organizing work, in terms of good time management and work management and planning.
- **1930: T05 - Demonstrate initiative and work independently when the situation demands it.**
  - 1930: T05.00 - Demonstrate initiative and work independently when the situation demands it.
- **1930: T08 - Ability to adapt to changing environments.**
  - 1930: T08.00 - Ability to adapt to changing environments.
- **1930: T09 - Using information technology available and adapt to new technological environments.**

- 1930: T09.00 - Using information technology available and adapt to new technological environments.
- **1930: T10 - Ability to continue learning independently in the future, deepening the knowledge acquired or started in new areas of knowledge.**
  - 1930: T10.00 - Ability to continue learning independently in the future, deepening the knowledge acquired or started in new areas of knowledge.
- **1930: T11 – Value ethical behavior in their professional practice.**
  - 1930: T11.00 – Value ethical behavior in their professional practice.
- **1930: T12 - Demonstrate a motivation for the quality of the work done and sensitivity to its impact on the environment and society.**
  - 1930: T12.00 - Demonstrate a motivation for the quality of the work done and sensitivity to its impact on the environment and society.
- **1992: E28 - Apply theoretical knowledge to improve relations with customers and suppliers, and identify the advantages and disadvantages of these relationships for both parties: Firm and its customers or suppliers.**
  - 1992: E28.06 - Modeling the management of business operations by applying supporting quantitative techniques.
- **1992: E40 - Identify, justify and reason the right decisions based on the basic parameters of a business problem.**
  - 1992: E40.02 - Apply the basic principles of modeling in making business decisions.
- **1992: T01 - Be able to communicate orally and in writing in Catalan, Spanish and English, to synthesize and present the work done orally and in writing.**
  - 1992: T01.00 - Be able to communicate orally and in writing in Catalan, Spanish and English, to synthesize and present the work done orally and in writing.
- **1992: T02 - Select and generate the necessary information for each problem, analyze it and make decisions based on this information.**
  - 1992: T02.00 - Select and generate the necessary information for each problem, analyze it and make decisions based on this information.
- **1992: T04 - Organizing work, in terms of good time management and work management and planning.**
  - 1992: T04.00 - Organizing work, in terms of good time management and work management and planning.
- **1992: T05 - Initiative and ability to work independently when the situation demands it.**
  - 1992: T05.00 - Initiative and ability to work independently when the situation demands it.
- **1992: T08 - Ability to adapt to changing environments.**
  - 1992: T08.00 - Ability to adapt to changing environments.
- **1992: T09 - Using information technology available and adapt to new technological environments.**
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## Course contents

Unit 1: Organizations, administration and network business

1. Information systems in today's global business.
2. How companies use information services as competitive tools
3. Information systems, organization and strategy

Unit 2: Business Processes and Information Systems

1. Information Value Chain: Data Bases and information management
2. Functional Business Processes and cross-functional business processes
3. Business Processes examples

Unit 3: Enterprise Applications – Enterprise Resources Planning Systems

1. Achievement of operational excellence: business applications
2. Enterprise Resources Planning Systems
3. Introduction to SAP

Unit 4: Personal Productivity Tools. Spreadsheets

1. Introduction to the preparation of spreadsheets
2. Input data, formats
3. Formulas and Functions
4. Graphics
5. Processing and analysis of information: Pivot tables

## Methodology

Throughout the course the various sections of the program will be developed.

Usually there will be a range of materials and activities that students must work prior to the classes that serve to motivate and improve the understanding of the topic.

On each topic a series of exercises and activities to reinforce content will be proposed, which will take place in small groups of students.

There will be a number of hours each week to meet individual students (tutorials) and solve any doubts they may have.

## Learning activities and outcomes

Activities	Hours	ECTS	Learning outcomes
<b>Type: Directed</b>			
Master Classes	25	1.0	1930: E04.06, 1930: T12.00, 1992: T11.00, 1992: T12.00, 1992: E28.06, 1930: T11.00
Perform practical exercises in groups	20	0.8	1930: E16.02, 1930: T01.00, 1930: T02.00, 1930: T05.00, 1930: T09.00, 1992: T01.00, 1992: T04.00, 1992: T08.00, 1992: T09.00, 1992: T05.00, 1992: T02.00, 1992: E40.02, 1930: T08.00, 1930: T04.00
<b>Type: Supervised</b>			
Personalized tutoring in the teacher office	7.5	0.3	1930: T01.00, 1930: T10.00, 1992: T10.00, 1992: T01.00
<b>Type: Self learning</b>			
Study of proposed materials, preparation of exercises and suggested activities	90	3.6	1930: E04.06, 1930: T10.00, 1992: E40.02, 1992: T10.00, 1992: T09.00, 1992: T05.00, 1992: T04.00, 1992: T02.00, 1992: E28.06, 1930: T09.00, 1930: E16.02, 1930: T02.00, 1930: T05.00, 1930: T04.00

## Assessment

The evaluation will have two components:

- The final exam: (see faculty schedule of exams) (50% of the grade).
- Continuous assessment of the activities suggested in the course: (50% of the grade).  
The continuous assessment is composed of three activities:
  - Group practices on the use of spreadsheets (50% of the continuous assessment).
  - An individual exercise on the use of SAP (25% of the continuous assessment).
  - In-class presentation of group works (25% of the continuous assessment).

To pass the course you need a minimum score of 3 in each of the two components (final examination and continuous assessment).

The final grade is the weighted average of these two components. If applying these weights the grade the student is 5 or higher is considered passing the course.

A Student who did not participate in any evaluation activities will be graded Not Presented.

At the end of the course, each teacher will publish the final grades and date, time and place of review of the examination. In the case of a grade inferior to 4, the student must retake the course the following year.

For students who have obtained a grade that is equal to or greater than 4 and less than 5 will be a re-evaluation. Each teacher will decide the form of this re-evaluation. As a result of the re-evaluation the maximum attainable grade is 5.

## Assessment activities

Activities	Weight	Hours	ECTS	Learning outcomes
Continuous Assessment	50%	5	0.2	1930: E04.06, 1930: E16.02, 1930: T01.00, 1930: T04.00, 1930: T08.00, 1930: T10.00, 1992: E40.02, 1992: T02.00, 1992: T05.00, 1992: T10.00, 1992: T09.00, 1992: T08.00, 1992: T04.00, 1992: T01.00, 1992: E28.06, 1930: T09.00, 1930: T05.00, 1930: T02.00
Final Exam	50%	2.5	0.1	1930: E04.06, 1930: T02.00, 1930: T10.00, 1930: T12.00, 1992: E40.02, 1992: T02.00, 1992: T12.00, 1992: T11.00, 1992: T10.00, 1992: T04.00, 1992: T01.00, 1992: E28.06, 1930: T11.00, 1930: T04.00, 1930: T01.00, 1930: E16.02

## References

LAUDON, KC, LAUDON, JP (2008), "Management Information Systems", 10<sup>th</sup> edition. Ed. Pearson Education

HART-DAVIS, G. (2007): "Excel 2007 step by step." Ed. McGraw-Hill

MARMEL, E: "Project 2007 step by step." Ed. McGraw-Hill