Academic Year/course: 2024/25

63067 - Information resources audit

Syllabus Information

Academic year: 2024/25
Subject: 63067 - Information resources audit
Faculty / School: 103 - Facultad de Filosofía y Letras
Degree: 565 - Master's in Digital Information and Communication Consulting
ECTS: 6.0
Year: 1
Semester: Second semester
Subject type: Optional
Module:

1. General information

This subject is part of the subject "Information Services". Its purpose is to know the methodology to identify, analyse and value the information resources that an organization possesses. Objectives: to apply the appropriate techniques to identify information resources and analyse their use during the implementation of processes; to assess the performance of an information management system; to carry out an adequate documentation of the procedures of an organization oriented to support process management.

These goals are aligned with the following Sustainable Development Goals: Quality Education (SDG 4); Gender Equality (SDG 5); Reducing Inequalities (SDG 10); Sustainable Cities and Communities (SDG 11); Peace, Justice and Strong Institutions (SDG 16); Partnerships to Achieve the Goals (SDG 17).

2. Learning results

1- To analyse the situation of document and digital information management in an organization.
2- To apply innovative methodologies to solve complex informational situations.
3- To assess the achievement of the objectives of a digital information consulting project.
4- To lead work teams that perform digital information consulting.

3. Syllabus

1- Information auditing: concept, objectives and types
2- The information audit method.
3- Information auditing in business processes.
4- The audit of document management systems.

4. Academic activities

Theoretical classes; practical classes; personal work and study; tests or assessment activities. More information on this issue will be provided on the first day of class.

5. Assessment system

First call:

- Delivery of work consisting of an audit of an information management system or process. Assessment criteria: quality of the contents, correct use of the tools, variety and adequacy of the information resources used, organization and presentation, precision in the use of terminology and expository clarity. Value: 60% of the grade.

- Completion of a 60-minute written exercise on the contents of the subject. Assessment criteria: adequacy and relevance of the answers, thoroughness in the development, ability to analyse and summarise, precision in the use of terminology and expository clarity. Value: 40 % of the grade.

The exercise will be done in person and the work will be delivered through the digital teaching platform on the date shown in the calendar of exams of the Faculty of Philosophy and Letters.

On the first day of the subject, a recommended schedule for the completion of the complementary work will be presented.

Second call: identical to the global assessment test of the first call.

6. Sustainable Development Goals

4 - Quality Education
11 - Sustainable Cities and Communities
16 - Peace, Justice and Strong Institutions