

Information Management Techniques

Code: 102555
 ECTS Credits: 6

Degree	Type	Year	Semester
2502443 Psychology	OT	4	1

Contact

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Use of languages

Principal working language: catalan (cat)
 Some groups entirely in English: No
 Some groups entirely in Catalan: Yes
 Some groups entirely in Spanish: No

Teachers

Sonia Lorente Sanchez

Prerequisites

There is no prerequisite established, but it is advisable to have knowledge of computer use at the basic level (operating system and office programs).

Objectives and Contextualisation

It is expected that at the end of the subject the student will be able to:

1. Understand the importance of quality management of information in the professional and research field.
2. Know the reference standards in the collection and management of data.
3. Know the procedures for administering interviews and questionnaires.
4. Understand the fundamental structures of relational databases.
5. Know the necessary tools to computerize the data collection and management process in the applied field and research.
6. Design and implement relational databases with the appropriate quality controls.
7. Understand the differences between single-user, multi-user, local and online data collection situations.
8. Extract (export) information from a database for statistical analysis.
9. Know the importance of the process of synthesis of research through systematic reviews and meta-analysis, and its relationship with the Evidence-Based Practice (EBP).

Content

1. The survey in the research and consulting process:

- Definition and utility (applications).
- Data collection instruments: interviews and questionnaires.
- Survey study designs.
- Phases of a survey study.
- Advantages and limitations of the survey methodology.

- Definition of the objectives of the survey
 - Types of information.
 - Types of informants.
 - Population under study.
- Design of the survey and preparation of the questionnaire.
- Definition of the universe and the sample of analysis: sampling techniques.
- Field work:
 - Planning and supervision.
 - Training of interviewers: roadmap, traceability and bias.
 - Quality and reference standards.
 - Administration procedures.

2. Computerized management of the data collection process with MS-Access:

- Main data structures.
- Quality and cost in data collection.
- Database managers and questionnaire design programs.
- Fundamental objects of a database: tables, queries, forms and relations.
- Design and implementation of a database with MS-Access.

3. Design and implementation of online forms and surveys:

- General characteristics of the survey managers on the Internet.
- Design of forms over the Internet.
- Example of application of the Delphi technique with Google Docs Forms.
- Internet survey design: SurveyMonkey, LimeSurvey, etc.
- Implementation of a complete survey with SurveyMonkey.
- Collaborative work with Wikis: Google Docs, Writeboard, Wikispaces, etc.

4. Bibliographic search and Systematic Reviews:

- Bibliographic search in PsycInfo and Web of Science (WoS).
- Bibliographic management with Mendeley.
- Design of systematic reviews.