

29004 - IT for management

Información del Plan Docente

Academic Year	2017/18
Faculty / School	228 - Facultad de Empresa y Gestión Pública
Degree	429 - Degree in Public Management and Administration
ECTS	6.0
Year	1
Semester	Half-yearly
Subject Type	Basic Education
Module	---

1.General information

1.1.Introduction

1.2.Recommendations to take this course

1.3.Context and importance of this course in the degree

1.4.Activities and key dates

2.Learning goals

2.1.Learning goals

2.2.Importance of learning goals

3.Aims of the course and competences

3.1.Aims of the course

3.2.Competences

4.Assessment (1st and 2nd call)

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

5.Methodology, learning tasks, syllabus and resources

5.1.Methodological overview

Since this course is mainly a practical one, the learning is based on working the different information items the teacher explains on the computer.

5.2.Learning tasks

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The program offered to the student to help achieve the expected results includes the following activities:

Master class
Practical classes
Computer internships
Self-employment and group work
Evaluation
Tutorials

For each new issue or concept the teacher will explain the basic ideas related to it and will solve a practical case using the beamer. Once this is completed, students will solve individually or in pairs the proposed exercises about the current issue following the steps set by the teacher. On most of the occasions they will use the computer, but now always.

5.3.Syllabus

1. Text processing
2. Spreadsheet
3. Databases
4. Creation of websites
5. Other tools

5.4.Course planning and calendar

Calendar of face-to-face sessions and presentation of works The proposed work schedule is as follows:

- * Text processing (weeks 1 and 2)
- * Spreadsheet (weeks 3 to 6)
- * Database manager (weeks 7 to 9)
- * Websites (weeks 10 to 12)
- * Other computer tools (since week 13)

The works will be presented from week 15 to the day of the examination by electronic means. The exact format and form of submission will be published in the add in due time

The hours used for the different activities are:

12 h Master Class
18 h Practical classes
30 h Computer practice
83 h Self-employment and group work
4 h Evaluation
3 h Tutorials

5.5.Bibliography and recommended resources

[BB: Basic bibliography / BC: Complementary bibliography]

- [BC] Charre Ojeda, Francisco. Manual avanzado de Excel 2013 / Francisco Charre Ojeda. Madrid : Anaya Multimedia, 2013
- [BC] Delgado Cabrera, José María. Manual avanzado de Office 2013 / José María Delgado Cabrera . [1a. ed.] Madrid : Anaya Multimedia, D.L. 2013
- [BC] Escario Jover, Inés. Ejercicios con Access 2010 / Inés Escario Jover, María Jesús Lapeña Marcos, Ma. Antonia Zapata Abad Zaragoza : Universidad de Zaragoza, D.L. 2011|(Servicio de Publicaciones)
- [BC] Escario Jover, Inés. Ejercicios con Excel 2010 / Inés Escario Jover, María Jesús Lapeña Marcos, Ma. Antonia

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- Zapata Abad Zaragoza : Universidad de Zaragoza, D.L. 2011|f(Servicio de Publicaciones)
- [BC] Escario Jover, Inés. Ejercicios con Word 2010 / Inés Escario Jover, María Jesús Lapeña Marcos, Ma. Antonia Zapata Abad Zaragoza : Universidad de Zaragoza, D.L. 2011|f(Servicio de Publicaciones)
 - [BC] Sánchez, Yoani. WordPress 4.0 : La tela de araña / Yoani Sánchez y Fernando Tello . Madrid Anaya Multimedia 2014