

29004 - IT for management

Información del Plan Docente

Academic Year	2018/19
Subject	29004 - IT for management
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.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

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

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The learning process that has been designed for this course is based on the following activities:

In the learning process, different teaching methodologies will be used depending on whether the modality of face-to-face or distance learning is used. The indicated teaching methodologies allow the involvement of the student in their learning process and allow the teachers to solve the problems and doubts that may arise.

The teaching methodologies for the face-to-face students are the following:

1. **Theoretical-practical class.** The presentation of contents by the teacher, including the realization of practical

exercises on the blackboard.

2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.
3. **Problem-based learning.** Educational approach oriented to learning and instruction in which the students approach real problems in small groups and under the supervision of a tutor.

The teaching methodologies for distance students are the following:

1. **The study materials prepared by the faculty**, which will consist, for each of topic that make up the subject, of at least one didactic guide for the preparation of the theoretical contents, the elaboration of the continuous assessment tests, the offer of training activities on the Moodle platform (discussion forums, tasks, wikis ...) and evaluation systems.
2. **Workshop.** Supervised session where students work individually or in groups and receive assistance and guidance when necessary.
3. **Problem-based learning.** Educational approach oriented to learning and instruction in which the students approach real problems in small groups and under the supervision of a tutor.

4.2.Learning tasks

The programme offered to the students to help them achieve the learning results includes the following training activities:

A. Training activities for the face-to-face students:

1. Face-to-face training activities. The subject reserves 40% for this type of activities. It includes the interaction of students with teaching teams through:

- * Master class or explanations of contents to the students by the teachers or external experts.
- * Resolution of problems and cases. Realization of practical exercises with the students.
- * Realization of works.
- * Face-to-face tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the subject, tips for a better use of the course and for the realization of the different evaluation tests.

2. Autonomous work training activities. The subject reserves 60% for the autonomous work of the students. It includes:

- * The individual study of the topics proposed by the teaching staff.
- * The preparation of team and individual works. Preparation of activities to present or hand in in the practical classes or in the evaluation stage.
- * Autonomous realization of the practical activities proposed by the teacher in the continuous assessment.
- * Completion of exams or face-to-face evaluation tests. |

B. Training activities for distance students:

1. Distance learning activities. The subject reserves 20% for this type of activities. It includes the interaction of students with teaching teams through:

- * Working sessions with OpenMeetings: OpenMeetings is a free software that allows classes, lectures and expository techniques to be carried out through the internet. In addition, it allows all the participants to share the desktop, so they can see the screen and, therefore, presentations, execution of software, etc. which is why it is very suitable for distance teaching.
- * Face-to-face tutorials and / or online tutorials, in which specific orientations will be offered on the different topics, additional contents for a deeper study of the subject, tips for a better use of the course and for the realization of the different evaluation tests.

* Virtual work in networks or activities in the Moodle platform. Methodology based on collaborative work that starts from a virtual space (Teaching Digital Ring, specifically Moodle platform), designed by the teacher and of restricted access, in which documents can be shared to work on them simultaneously and new ones can be added. It also contains the classes and lectures, both theoretical and virtual practices, it also allows the student to communicate in a synchronous and asynchronous manner, and participate in all the debates.

2. Autonomous work training activities. The subject reserves 80% for the autonomous work of the students, because of its importance in the distance educational model.

- * The individual study of the topics proposed by the teaching staff.
- * The preparation of team and individual works. Preparation of activities to present or hand in in the practical classes or in the evaluation stage.
- * Autonomous realization of the practical activities proposed by the teacher in the continuous assessment.

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* Completion of exams or face-to-face evaluation tests.

4.3.Syllabus

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

4.4.Course planning and calendar

The methodology and work plan, the evaluated activities and their summary calendar, are communicated through the Virtual Platform of the subject (Teaching Digital Ring of the University of Zaragoza). The dates of the global tests can be consulted on the website of the Faculty of Business and Public Management.

Training activities for the face-to-face students:	Nº Horas
1.a. Face-to-face training activities: Master class	30
1.b. Face-to-face training activities: Resolution of problems and cases	15
1.c. Face-to-face training activities : Realization of works	10
1.e. Face-to-face training activities: Face-to-face tutorials	5
2.a. Autonomous work training activities: The individual study	35
2.b. Autonomous work training activities: The preparation of team and individual works	10
2.d. Autonomous work training activities: Autonomous realization of the practical activities proposed by the teacher in the continuous assessment	40
2.e. Autonomous work training activities: Completion of exams or face-to-face evaluation tests.	5
Training activities for distance students	Nº Horas

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1.a. Distance learning activities : Working sessions with OpenMeetings	15
1.b. Distance learning activities : Face-to-face tutorials and / or online tutorials	5
1.c. Distance learning activities : Virtual work in networks or activities in the Moodle platform	10
2.a. Autonomous work training activities : The individual study	50
2.b. Autonomous work training activities: The preparation of team and individual works	10
2.d. Autonomous work training activities : Autonomous realization of the practical activities proposed by the teacher in the continuous assessment	55
2.e. Autonomous work training activities: Completion of exams or face-to-face evaluation tests	5

4.5. Bibliography and recommended resources