

## **30638 - IT in the Company**

### **Syllabus Information**

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**Academic Year:** 2022/23

**Subject:** 30638 - IT in the Company

**Faculty / School:** 109 - Facultad de Economía y Empresa

**Degree:** 432 - Joint Law - Business Administration and Management Programme

**ECTS:** 3.0

**Year:** 6

**Semester:** First semester

**Subject Type:** Optional

**Module:**

### **1. General information**

### **2. Learning goals**

### **3. Assessment (1st and 2nd call)**

### **4. Methodology, learning tasks, syllabus and resources**

#### **4.1. Methodological overview**

The learning process designed for this course is based on theoretical and practical classes, with active methodologies, problem solving and, in case of using computers, each student will work autonomously following the guidelines given by the teacher in order to develop the skills and abilities required by the subject.

A subject in the Digital Teaching Platform will be created, in which all the students enrolled in the course will be signed up. This tool will be used as support for the learning process and the student-teacher communication.

#### **4.2. Learning tasks**

The program offered to the student to help achieve the expected results includes the following activities: Lectures (12,5h). In the explanations of concepts and new material. The teacher will combine these lectures with the incorporation of active methodologies that will favor the participation and involvement of the student in the development of the class

Practical classes (12,5h) In the practical work with computers, the teacher will propose exercises on the different applications that the student must learn to manage.

Tutoring, seminars, work and autonomous work (45h) It is the personal work of the student outside the class. Assessment (5h).

The teaching delivery methodology is planned to pivot around face-to-face classes. However, if necessary for

health reasons, face-to-face classes may be taught semi-face-to-face or online

### 4.3. Syllabus

This course will address the following topics:

- Topic 1. ICTs and their involvement in the business environment.
- ICT in today's company.
- ICT Government. Safety, Quality and Computer Audit. Threats and risks of the Company's Information System. Responsible use of ICT.
- Legal compliance and right to privacy
  
- Topic 2. Word Processing
- Advanced use of word processor: Styles, automatic indexes, document formatting, illustrations, multiple headings, footnotes, personalized letters, bibliography management, use of sections, fillable fields...
- Creation of PDF documents.
  
- Topic 3. Treatment of numerical information
- Professional use of spreadsheet in business management.
- Absolute and relative references, conditional functions, search functions, date management, pivot tables, advanced charts, maps, data analysis, macros
  
- Topic 4. Media tools
- Digital Presentations. Design of publications. Image editing tools.
  
- Topic 5. Tools for collaborative work
- Management of shared documents.
- Design and creation of forms. Management of responses.
  
- Topic 6. Publication of content on the web.
- Design and creation of websites.
- Evaluation of a website. Quality of a website. Evaluation criteria.
  
- Topic 7. Other office tools
- Databases
- Project management
- Other complementary tools.

### 4.4. Course planning and calendar

The calendar of the sessions and dates of presentation of papers will be communicated to the students through the program of the subject and/or the ADD.

### 4.5. Bibliography and recommended resources

