

26153 - Technology for Information Management in a Social Sciences Context

Syllabus Information

Academic year: 2023/24

Subject: 26153 - Technology for Information Management in a Social Sciences Context

Faculty / School: 108 - Facultad de Ciencias Sociales y del Trabajo

Degree: 274 - Degree in Social Work

ECTS: 5.0

Year:

Semester: Second semester

Subject type: Optional

Module:

1. General information

The main goal of this subject is to provide students with knowledge, skills and resources that, in their professional activity, will help them to efficiently manage, correctly and safely the information received, as well as to produce new quality information. At in particular, in terms of information security and privacy, these instruments will help them to minimize the risk of information loss and to make an ethical and legal use of personal data.

These approaches and goals are aligned with the Sustainable Development Goals (SDGs) of the United Nations Agenda 2030 (<https://www.un.org/sustainabledevelopment/es/>), in such a way that the acquisition of the learning results of the subject provides training and competence to contribute to some extent to their achievement.

2. Learning results

- Develop skills to design documentary supports and document the processes of social intervention, among those of elaborating, presenting and sharing social histories and reports, keeping them complete, faithful, accessible and updated as a guarantee in decision-making and professional assessments. .
- Manage information from a variety of sources.
- Use ICT to access case documentation and other relevant literature in preparation for the contact and the social work relationship.
- Use ICT to prepare and provide relevant and accessible information about professional duties and responsibilities and the organization in which the client system works.
- Use ICT to integrate information and present accurate, accessible and understandable reports that help the client system to understand the procedures and results of decision-making meetings.
- Use ICT to record, report and share results with colleagues according to legal and organizational policies and procedures.
- Use ICT to develop and maintain relationships with individuals, families, groups, organizations, communities, and others, regardless of the geographic location of the individuals involved.
- Use ICT to record, store and disseminate information in accordance with legal, professional and organizational procedures and requirements, bearing in mind confidentiality, access and security requirements.
- Use ICT to carry out (in the present, or in the future during the exercise of their profession) an efficient search for information on the current knowledge of the best practices in Social Work.
- Use ICT to clearly explain and justify (both verbally and in writing) the rationale for their professional decisions and assessments, supported by graphs, images, data, multimedia presentations, etc.
- Use ICT to work with the client system remotely if circumstances so require.
- Use ICT to collect in a unified way the feedback received from various sources, thus facilitating its analysis and assessment.

3. Syllabus

Theory:

Block 1. Computer basics

Block 2. Networks and Internet.

Block 3. Legal aspects: data protection and intellectual property.

Block 4. Computer security and privacy.

Practical:

Block 1. Word processor.

Block 2. Spreadsheet.

4. Academic activities

- Master class (5 hours): presentation of contents by the teaching staff and/or external experts.
- Resolution of exercises, problems and cases (15 hours): realization, discussion and resolution of practical exercises with the students.
- Computerized practices: 30 hours.
- Assessment tests. 5 hours.
- Personal study. 70 hours.

5. Assessment system

The subject will be divided into two distinct blocks, one **theoretical** and the other **practical**, being necessary to obtain a grade of at least 4 in each of them in order to pass the subject. In case only one of the grades does not reach 4, the grade for the course will be that grade. In other case, the final grade of the subject will be the weighted average of both parts (30% Theory grade, 70% Practical grade). This grade should be greater than or equal to 5 to pass the subject.

THEORY BLOCK (30% of the final grade of the course):

The course will be assessed in the **summative assessment** modality during the development of the term by means of the following activities.

- **Activities (90% Theory grade):** the knowledge that is worked on in the lectures and in the classes of resolution of exercises and cases will be assessed through the completion of various activities by the students. will propose at least one activity per session.
- **Class participation (10% Theory grade)**

Students who want to improve their grade or who do not achieve a 4 with the previous assessment will be assessed in the official exams by means of a written test on the content developed in the lectures and the classes of resolution of exercises and cases of the subject (**100% grade for Theory**).

PRACTICAL BLOCK (70% of the final grade of the subject):

The practical part will be divided into two distinct blocks, one on the efficient use of **word processing** and the other on the efficient use of **spreadsheets**, being necessary to obtain a grade of at least 4 out of 10 in each of them to pass the subject. In the event that only one of the grades does not reach 4, the grade for the practical block will be that grade. Otherwise, the final grade for practical block of the subject will be the weighted average of both parts (**50% WordProcessing grade , 50% Spreadsheet grade**).

Students will be able to choose between one of these assessment systems:

1. Mixed system

- **Classroom activities:** activities to be done with computer consisting of exercises about the knowledge worked in the previous classes of Word Processing (20% of the grade for Word Processing) and exercises about the knowledge worked in the previous classes of Spreadsheet (20% of the grade for S preadsheet). These exercises will be performed and handed in during the classes.
- **Final exam:** computer-based exercises consisting of 1 overall test on the knowledge of the following subjects

Word Processing (80% of the Word Processing grade) and 1 global test about the knowledge of Spreadsheet (80% of the Spreadsheet grade). These tests will be carried out at the official calls.

2. Single assessment system

- **Part 1:** computer-based final exam, the same as for students who have opted for the mixed system , consisting of 1 comprehensive test on word processing knowledge (80% of the word processing grade) and 1 comprehensive test on spreadsheet knowledge (80% of the spreadsheet grade). These tests will be carried out at the official calls.
- **Part 2:** 1 additional computer-based test on Word Processing (20% of the grade for Word Processing) and 1 additional computer-based test on Spreadsheet (20% of the grade for Spreadsheet) from . These tests will be carried out at the official calls.