Universidad Zaragoza

Academic Year/course: 2023/24

28531 - Technology for Information Management

Syllabus Information

Academic year: 2023/24
Subject: 28531 - Technology for Information Management
Faculty / School: 108 - Facultad de Ciencias Sociales y del Trabajo
Degree: 428 - Degree in Labour Relations and Human Resources
ECTS: 6.0
Year:
Semester: Second semester
Subject type: Optional
Module:

1. General information

Themain goal of this subject is to provide students with knowledge, skills and resources that, in their professional activity, will help them both to efficiently, correctly and safely manage the information received and to produce new quality information. In particular, in terms of security and computer privacy, these tools 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 () 2030 Agenda of the United Nations (https://www.un.org/sustainabledevelopment/es/), so that the acquisition of the learningresults of the subject provides training and competence to contribute to some extent to their achievement.

2. Learning results

The student:

- Is able to adequately use computer terms related to the use of technologies in his/her work environment.
- It is capable of adapting to continuous technological changes and new IT systems
- Is able to critically compare similar software tools.
- Is capable of producing quality digital documents in an efficient way.
- Is able to use computer tools to support oral and written communication.
- It is capable of automating repetitive tasks.
- Is capable of performing complex queries to an information system.
- Is able to safely use computer networks, in particular the Internet.
- It is capable of collecting, sending and presenting information through a computer network.
- Is able to assess the ergonomics of software and hardware and apply his knowledge of it to the prevention of occupational hazards.
- Is able to apply tools and techniques that promote confidentiality, integrity and availability of data.
- Knows the basic purposes and repercussions of an IT audit in a company or organization.

3. Syllabus

Theory

Block 1. Computer basics

Block 2. Computer networks

Block 3. Computer security, privacy and data protection.

Block 4. Computer tools for professional activity.

Practice

Block 1. Word processor.

Block 2. Spreadsheet.

4. Academic activities

- Master class (10 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. 6 hours.

- Personal study. 89 hours.

5. Assessment system

The subject will be divided into two well differentiated blocks, one **theoretical** and the other **practical**, being necessary to obtain a grade of at least 4 in each of them to pass the subject. In case only one of the grades does not reach 4, the grade for the subject will be that grade. Otherwise, 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 subject**)**:

The subject will be assessed in the **summative** assessment mode during the development of the course through 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 mark or who do not achieve a 4 with the previous assessment will be assessed in the official exams by means of a written test (single assessment) on the content developed in thelecture classes and the classes for solving exercises and cases of the subject (**100% Theory mark**).

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

The practical part will be divided into two distinct blocks, one on efficient use of **word processing** and another on efficient use of **spreadsheet**, being necessary to obtain a grade of at least 4 out of 10 in each of them to be able 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. In otherwise, the final grade for the practical block of the course will be the weighted average of both parts (50% WordProcessing grade , 50% Spreadsheet grade).

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

1. Mixed system

- **Classroom activities**: exercises to be done with the 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 global test on word processing knowledge (80% of the word processing grade) and 1 global test on spreadsheet knowledge (80% of the spreadsheet grade). These tests will be carried out at the official convocations.
- **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**.**