Academic Year/course: 2023/24

29004 - IT for management

Syllabus Information

Academic year: 2023/24
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: First semester
Subject type: Basic Education
Module:

1. General information

The subject provides students with training in the practical and efficient use of various computer tools , commonly used both during the development of their studies and during their working life. In addition, a basic knowledge of general computer concepts is offered at . The subject is intended for all types of students, without the need for advanced prior knowledge, but only requires knowledge of the basic use of a computer . These approaches and goals are aligned with the following Sustainable Development Goals (SDGs): 4. Quality Education.

2. Learning results

1. Format a text document including multiple headings, footnotes, tables, indexes and styles.

2. To create personalized letters.

3. Use relative and absolute references and names in spreadsheet formulas.

4. Use typical spreadsheet functions (sum, findv, count, max) and know how to look at the help to apply others.

5. Use advanced spreadsheet functions and pivot tables.

6. Create the structure of a simple database without duplicating information through the appropriate use of foreign keys and.

7. Perform selection, update, summary, multi-table and cross-reference database queries.

8. Create forms, reports and menus from a database.

9. Know how to transfer and convert information between different office tools.

10. Consult manuals and online help to solve a specific computer problem.

11. Create a website that includes internal and external navigation links, graphics and database queries and interaction with social networks.

12. Learn to use other useful tools for personal and collaborative work (image editors, calendars, forms, document sharing, etc.).

3. Syllabus

Unit 1. Word processing.

Unit 2. Spreadsheets.

Unit 3. Database.

Unit 4. Web site creation.

Unit 5. Other IT tools.

4. Academic activities

4.1. FACE-TO-FACE ACADEMIC ACTIVITIES

Master class: 30 hours (theoretical-practical sessions in which the contents of the course will be explained).

Practical exercises: 30 hours (problem solving and case studies, assignments, face-to-face tutorials and site visits field).

Personal study and preparation of practical assignments: 85 hours.

Assessment tests. 5 hours.

4.2. VIRTUAL ACADEMIC ACTIVITIES

Synchronous and asynchronous activities: 15 hours (theoretical-practical sessions [videoconferences and/or learning pills] at where the contents of the subject will be explained).

Distance learning activities: 15 hours (virtual network work or activities on the Moodle platform or online tutorials).

Personal study and preparation of practical assignments: 115 hours.

Assessment tests. 5 hours.

5. Assessment system

5.1. VIRTUAL MODE

There are two possible evaluation systems for both virtual and face-to-face students:

5.1.1. Continuous assessment, only in first call, consisting of two tests:

A. Individual objective test, where a series of exercises similar to those performed in class will be proposed. This test will be worth 70% of the final grade.

B. Assessment of the work done during the course, consisting of carrying out the different exercises and questions that will be presented at in class and through the Digital Ring. This test will be worth 30% of the final grade.

5.1.2. Global test, only in the 2nd call, or for those who do not opt for the evaluation of work in the first call. It consists of an individual objective test, where a series of exercises similar to those performed in class will be proposed (100% of the grade).

5.2. PRESENCE-BASED MODALITY

The evaluation system for the on-site modality is the same as for the virtual modality. The main difference lies in the fact that the intermediate tests of continuous evaluation will be carried out in the physical classroom, with the presence of the students.