Academic Year/course: 2024/25

30638 - IT in the Company

Syllabus Information

Academic year: 2024/25
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

This subject is focused on providing the student with the knowledge, skills and resources necessary for to be able to efficiently use information technologies throughout life. Both throughout their training and, later, in the workplace, students will have to assiduously handle computer tools that help them to manage information, tools in continuous change and evolution; the goal is, therefore, to train them to make efficient, safe and responsible use of these tools and prepare them to adapt to change.

These approaches and goals are aligned with the Sustainable Development Goals (SDGs) of the 2030 Agenda of United Nations (https://www.un.org/sustainabledevelopment/es/), such that the acquisition of the learning results of the subject will contribute, to some extent, to the achievement of goals 1, 3, 4, 5, 5, 8, 9, 10, 11, 12 and 17.

2. Learning results

- Know fundamental notions about ICT and use appropriately the computer terms related to the use of technologies in their work environment.
- Collect, send and present information through the network in a secure and responsible manner. Know the possibilities of Internet services and their professional application in the company.
- Understand the need for good ICT governance in order to ensure security and quality in the use of the company's IT system; in particular, to know the importance and basic purpose of ICT auditing.
- Elaborate quality digital documents in an efficient way, integrating textual, numerical, graphical information.. from different sources.
- Perform data processing with spreadsheets, using examples of business management (simulation, goals resolution, use of advanced functions, graphics, pivot tables, macros, data analysis...).
- Use computer tools to support oral and written communication. Design and create publications (brochures, infographics...), including imageediting.
- Use tools for collaborative work and management of shared documents.
- Design and create a web site with text and images. Know the criteria for analyzing the quality of a website (in in particular, the usability and accessibility of the site, as well as its implication in the positioning).

3. Syllabus

- ICT and its implication in the business environment.
- Advanced document design.
- Professional use of the spreadsheet in business management. Advanced functions (counting, conditional, search functions...), date management, pivot tables, advanced graphics, maps, data analysis, macros..
- Multimedia tools. Digital presentations. Publication design.
- Image editing tools.
- Tools for collaborative work.
- Publication of content on the web. Design and creation of web sites. Web site quality assessment: Criteria of assessment
- Other complementary tools.

4. Academic activities

Participative master classes: 12,5 hours

Theoretical-practical sessions in which the contents of the subject will be explained, incorporating active methodologies that favor the participation and involvement of the student in the development of the class.

Practical laboratory classes: 17.5 hours

Computer sessions in which exercises will be solved with the computer tools that the student must learn to use to handle.

Personal Study: 41 hours

Tests Assessment: 4 hours

In principle, the teaching methodology and its evaluation is planned to be based on face-to-face classes . However, if circumstances so require, they may be carried out online

5. Assessment system

The subject will be assessed in the continuous assessment mode throughout the semester by means of the activities indicated at below. If the student does not pass the subject by continuous assessment, they will have the opportunity to pass the subject in the corresponding official calls, in which the global assessment will be carried out as specified below.

<u>**Continuous assessment**</u>

It will consist of:

- A written test consisting of a series of questions (multiple choice or short answer) on the theoretical contents . At least a 3 (out of 10) will be required to pass the subject; it will contribute 15% to the final grade.
- Two practical tests consisting of performing on the computer exercises similar to those performed in class. will require at least a 5 (out of 10) in each of the practical tests. The first will contribute 45% of the final grade; the second will contribute 20%.
- Activities developed in the classroom (solving exercises, practices with applications,...), which will contribute in a

20% of the final grade.

Students may waive this last part, on the understanding that the written test and the practical test will increase their weight in the final grade (20% theory written test, 55% of the first practical test and 25% of the second practical test).

The student who does not reach the required minimums in the continuous assessment tests, must take the corresponding part in the final global test.

<u>**Global Assessment**</u>

It will be carried out in the official calls established by the Center. It will consist of:

- A written test consisting of a series of questions (multiple choice or short answer) on the theoretical contents . At least a 3 (out of 10) will be required to pass the subject; it will contribute 20% to the final grade.
- A practical test consisting of performing on the computer exercises similar to those performed in class. will be required at least a 4 (out of 10) to pass the course; it will contribute 80% to the final grade.

In the event that the student does not reach any of the required minimums, his/her grade will be failed and the numerical grade will be, at most, 4.5.

The assessment will assess the mastery of the tools used in the term and the quality of the solutions.

In the first call, students may pass the subject by continuous assessment or global assessment,

the highest grade always prevailing.

6. Sustainable Development Goals

4 - Quality Education
8 - Decent Work and Economic Growth
10 - Reduction of Inequalities