

Academic Year/course: 2021/22

## 26153 - Technology for Information Management in a Social Sciences Context

### Syllabus Information

**Academic Year:** 2021/22

**Subject:** 26153 - Tecnologías aplicadas a la gestión de la información en el contexto de las ciencias sociales

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

**Degree:** 274 - Degree in Social Work

**ECTS:** 5.0

**Year:** 4 and 3

**Semester:** Second 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

Every week the student will take:

- A 2 hour session in a classroom.
- A 2 hour practical session in a computer lab.

The activities will be carried out in-person unless, due to the health situation, the orders issued by the competent authorities and by the University of Zaragoza decree to carry them out online.

#### 4.2. Learning tasks

**Lectures:** the teacher will integrate active methodologies into regular lectures. Students will be organized in small groups to carry out different hands-on activities by using, in certain cases, laptops and/or smartphones.

**Practice sessions:** contents will be accessible for download at the course Moodle website. Those contents will contain practical assignments to learn how to work with different software tools in an efficient way. Each student will work in an individual fashion, following the indications provided by the teacher. Assignments will be carried out and, in turn, corrected during lab sessions. Furthermore, during each session teachers will also suggest a set of exercises recommended to reinforce the skills to be acquired.

#### 4.3. Syllabus

##### Lecture topics

1. Basics of informatics
2. Computer networks
3. Security and privacy
4. IT tools for information management

## **Practice sessions**

1. Creation and advanced edition of text documents
2. Treatment of numerical data and graphical representation
3. Multimedia presentations
4. Other tools.

## **4.4. Course planning and calendar**

The contents are distributed as follows:

- Every week the student will take 2-hour lecture (during 10 weeks) plus 2-hour practice session.
- For practice sessions, the teacher will inform students - before the first class will take place - of the groups of practice they belong to. Each group will have a different class schedule and classroom. The Faculty via its website will publish information about classrooms and schedules in advance.