

## 28531 - Technology for Information Management

### Información del Plan Docente

Academic Year	2016/17
Academic center	108 - Facultad de Ciencias Sociales y del Trabajo
Degree	428 - Degree in Labour Relations and Human Resources
ECTS	6.0
Course	
Period	Second semester
Subject Type	Optional
Module	---

### 1. Basic info

#### 1.1. Recommendations to take this course

#### 1.2. Activities and key dates for the course

### 2. Initiation

#### 2.1. Learning outcomes that define the subject

#### 2.2. Introduction

### 3. Context and competences

#### 3.1. Goals

#### 3.2. Context and meaning of the subject in the degree

#### 3.3. Competences

#### 3.4. Importance of learning outcomes

### 4. Evaluation

### 5. Activities and resources

#### 5.1. General methodological presentation

Every week the student will take:

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

#### 5.2. Learning activities

**In the classroom** , 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.

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**In the computer lab**, contents will be accessible for downloading 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.

### 5.3.Program

#### Lecture topics

1. Basics of informatics
2. Computer networks
3. Security and privacy

#### Practice sessions

1. Creation and advanced edition of text documents
2. Treatment of numerical data and graphical representation
3. Multimedia presentations
4. Use of tools to design, deliver and analyse surveys.

### 5.4.Planning and scheduling

Lessons are distributed as follows:

Every week the student will take 2 hour lectures in the classroom plus 2 hour sessions in the computer lab.

For lab 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. Information about classrooms and schedules will be published in advance by the Faculty via its website.

### 5.5.Bibliography and recommended resources