

## 29004 - IT for management

### Información del Plan Docente

Academic Year	2016/17
Academic center	228 - Facultad de Empresa y Gestión Pública
Degree	429 - Degree in Public Management and Administration
ECTS	6.0
Course	1
Period	Half-yearly
Subject Type	Basic Education
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

Since this course is mainly a practical one, the learning is based on working the different information items the teacher explains on the computer.

#### 5.2. Learning activities

For each new issue or concept the teacher will explain the basic ideas related to it and will solve a practical case using the beamer. Once this is completed, students will solve individually or in pairs the proposed exercises about the current issue following the steps set by the teacher. On most of the occasions they will use the computer, but now always.

**5.3.Program**

1. Text processing
2. Spreadsheet
3. Databases
4. Creation of websites
5. Other tools

**5.4.Planning and scheduling**

The proposed work calendar is the following:

- Text processing (week 1)
- Spreadsheet (weeks 2 to 5)
- Database management (weeks 6 to 9)
- Websites (weeks 10 to 13)
- Other tools (weeks 14 to 15)

**5.5.Bibliography and recommended resources**

The updated bibliography can be found in the University Library (go to 'bibliografía recomendada' in '<http://psfunizar7.unizar.es/br13/eBuscar.php?tipo=a>')