28531 - Technology for Information Management

Syllabus Information

Academic Year: 2019/20
Subject: 28531 - Technology for Information Management
Faculty / School: 108 -

Degree: 428 - Degree in Labour Relations and Human Resources

ECTS: 6.0
Year: 2
Semester: Second semester
Subject Type: Optional
Module: ---

1.General information

1.1.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

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.

4.2.Learning tasks

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.

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.

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. Complementary software (data compression utilities, file hosting services...)

4.4.Course planning and calendar

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.

4.5.Bibliography and recommended resources