



## Teaching Guide

| Teaching Guide      |                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                |           |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------|-----------|
| Identifying Data    |                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                | 2020/21   |
| Subject (*)         | Applied Computer Science                                                                                                                                                                                                                                                                                                                                                                                                      |        | Code           | 710G01004 |
| Study programme     | Grao en Humanidades                                                                                                                                                                                                                                                                                                                                                                                                           |        |                |           |
| Descriptors         |                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                |           |
| Cycle               | Period                                                                                                                                                                                                                                                                                                                                                                                                                        | Year   | Type           | Credits   |
| Graduate            | 1st four-month period                                                                                                                                                                                                                                                                                                                                                                                                         | First  | Basic training | 6         |
| Language            | SpanishGalician                                                                                                                                                                                                                                                                                                                                                                                                               |        |                |           |
| Teaching method     | Face-to-face                                                                                                                                                                                                                                                                                                                                                                                                                  |        |                |           |
| Prerequisites       |                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                |           |
| Department          | Ciencias da Computación e Tecnoloxías da InformaciónComputación                                                                                                                                                                                                                                                                                                                                                               |        |                |           |
| Coordinador         |                                                                                                                                                                                                                                                                                                                                                                                                                               | E-mail |                |           |
| Lecturers           |                                                                                                                                                                                                                                                                                                                                                                                                                               | E-mail |                |           |
| Web                 |                                                                                                                                                                                                                                                                                                                                                                                                                               |        |                |           |
| General description | Familiarizarse con los computadores, sus funciones, manejo básico y sus componentes. Usar las aplicaciones informáticas más frecuentes, ofimática, internet, etc. Producir y reproducir documentos en cualquier soporte y formato con vista a su difusión. Saber comunicar utilizando los recursos de las nuevas tecnologías. Estar en disposición de utilizar las principales herramientas informáticas de gestión de datos. |        |                |           |
| Contingency plan    | 1. Modifications to the contents<br><br>2. Methodologies<br>*Teaching methodologies that are maintained<br><br>*Teaching methodologies that are modified<br><br>3. Mechanisms for personalized attention to students<br><br>4. Modifications in the evaluation<br><br>*Evaluation observations:<br><br>5. Modifications to the bibliography or webgraphy                                                                      |        |                |           |

## Study programme competences

| Code | Study programme competences                                                                                                                               |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| A20  | Knowledge and application of information technologies used at the units of information services and in the process of information transfer.               |
| A21  | Skills to analyze, advice and train producers, users and customers of information services, as well as skills in negotiation and communication processes. |
| B1   | Learn to learn.                                                                                                                                           |
| B2   | To solve problems effectively.                                                                                                                            |
| B3   | Apply a critical, logical and creative thinking.                                                                                                          |
| B4   | Work independently with initiative.                                                                                                                       |
| B5   | Work collaboratively.                                                                                                                                     |
| B7   | Communicate effectively in a work environment.                                                                                                            |
| B11  | Ability to manage the relevant information.                                                                                                               |
| B12  | Ability to integrate themselves into multidisciplinary teams.                                                                                             |
| B16  | Ability to adapt to changes in the environment.                                                                                                           |
| B23  | Ability to use generic software.                                                                                                                          |



|     |                                                                                                                                                          |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| B25 | Critically evaluate the knowledge, technology and information available to solve the problems they must face to.                                         |
| B26 | Assess the importance of research, innovation and technological development in the economic and cultural progress of society                             |
| B31 | CB4-That the students can transmit information, ideas, problems and solutions both to skilled and non-skilled public.                                    |
| B32 | CB5-That the students have developed those skills of learning necessary to undertake further studies with a high degree of autonomy.                     |
| C1  | Express themselves correctly, both orally and in writing, in the official languages of the autonomous region.                                            |
| C2  | Control the expression and understanding of a foreign language.                                                                                          |
| C3  | Using basic tools of information technology and communication (ICT), necessary for the exercise of their profession and for learning throughout her life |
| C6  | Critically evaluate the knowledge, technology and information available to solve the problems they must face to.                                         |
| C8  | Assess the importance of research, innovation and technological development in the economic and cultural progress of society.                            |

| Learning outcomes                                                                                         |                             |                                           |                            |
|-----------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------|----------------------------|
| Learning outcomes                                                                                         | Study programme competences |                                           |                            |
| Saber manejar el sistema de archivos y organizar la información en un ordenador personal.                 | A20                         | B1<br>B2<br>B4<br>B11<br>B23<br>B25       | C1                         |
| Saber crear documentos de texto complejos con secciones, estilos, figuras, tablas y referencias cruzadas. | A20                         | B1<br>B2<br>B4<br>B5<br>B11<br>B23<br>B25 | C1<br>C3<br>C6<br>C8       |
| Saber utilizar un gestor de referencias bibliográficas.                                                   | A20                         | B1<br>B2<br>B4<br>B5<br>B26               | C1<br>C3<br>C6<br>C8       |
| Saber gestionar información en una hoja de cálculo.                                                       |                             | B1<br>B2<br>B3<br>B4<br>B5                | C1<br>C3<br>C6<br>C8       |
| Saber gestionar información en una base de datos.                                                         | A20                         | B1<br>B2<br>B3<br>B4<br>B5<br>B12         | C1<br>C3<br>C6<br>C8       |
| Saber crear contenido multimedia de diversos tipos (imágenes, gráficos, sonido, vídeo, etc.)              | A20                         | B1<br>B2<br>B3<br>B4                      | C1<br>C2<br>C3<br>C6<br>C8 |



|                                        |     |                                                       |                      |
|----------------------------------------|-----|-------------------------------------------------------|----------------------|
| Saber crear presentaciones multimedia. | A21 | B1<br>B2<br>B3<br>B4<br>B5<br>B7<br>B16<br>B31<br>B32 | C1<br>C3<br>C6<br>C8 |
|----------------------------------------|-----|-------------------------------------------------------|----------------------|

| Contents                                           |                                                                                                                                   |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Topic                                              | Sub-topic                                                                                                                         |
| Computadores y Fundamentos de sistemas de archivos | -- Historia de los computadores<br>-- Hardware<br>-- Software<br>-- Sistemas Operativos<br>-- Redes de ordenadores<br>-- Internet |
| Edición de documentos de texto                     | -- Introducción<br>-- Estilos de texto<br>-- Estructuración de contenidos                                                         |
| Gestión de la información en hojas de cálculo      | -- Introducción<br>-- Datos<br>-- Gráficos<br>-- Procesado                                                                        |
| Gestión de la información en bases de datos        | -- Introducción<br>-- Modelización<br>-- Consultas<br>-- Formularios                                                              |
| Creación de contenido multimedia                   | -- Imágenes digitales<br>-- Gráficos<br>-- Sonido y vídeo<br>-- Presentaciones                                                    |

| Planning                        |                                                                          |                      |                               |             |
|---------------------------------|--------------------------------------------------------------------------|----------------------|-------------------------------|-------------|
| Methodologies / tests           | Competencies                                                             | Ordinary class hours | Student's personal work hours | Total hours |
| Supervised projects             | A20 A21 B1 B2 B4 B5 B25                                                  | 12                   | 48                            | 60          |
| Mixed objective/subjective test | A20 A21 B1 B2 B3 B4 B5 B7 B11 B12 B16 B23 B25 B26 B31 B32 C1 C2 C3 C6 C8 | 2                    | 10                            | 12          |
| Case study                      | B7 C6 C8                                                                 | 12                   | 12                            | 24          |
| Collaborative learning          | B1 B2 B3 B4 B12 C3 C8                                                    | 12                   | 12                            | 24          |
| Introductory activities         | B1 C8                                                                    | 1                    | 0                             | 1           |
| Guest lecture / keynote speech  | B26 C8                                                                   | 12                   | 12                            | 24          |
| Personalized attention          |                                                                          | 5                    | 0                             | 5           |

(\*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.



## Methodologies

| Methodologies                   | Description                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervised projects             | Realización, por parte de cada alumno y de forma individual, de proyectos en los que se ponga en práctica lo aprendido en cada tema de la materia. |
| Mixed objective/subjective test | Realización de una prueba escrita individual donde habrá preguntas abiertas de desarrollo y preguntas de respuesta breve.                          |
| Case study                      | Presentación a los alumnos de casos reales que deben ser resueltos utilizando los conocimientos impartidos en la materia.                          |
| Collaborative learning          | Resolución, por parte de equipos de alumnos, de problemas de tamaño reducido relacionados con los contenidos de la materia.                        |
| Introductory activities         | Prueba inicial para establecer las competencias y conocimientos tecnológicos del alumnado de la materia.                                           |
| Guest lecture / keynote speech  | Se impartirán aulas en las que se presentarán contenidos teóricos en combinación con ejercicios prácticos.                                         |

## Personalized attention

| Methodologies                                                                                 | Description                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Supervised projects<br>Guest lecture / keynote speech<br>Collaborative learning<br>Case study | Se estima que entre el alumnado habrá diferencias notables tanto en cuanto a su familiarización con conceptos y términos informáticos, como en cuanto a las habilidades para el manejo de herramientas informáticas. Por ello, se prevé desarrollar una atención personalizada para las prácticas en el aula y para los trabajos que desarrollarán de forma individual. |

## Assessment

| Methodologies                   | Competencies                                                                      | Description                                                | Qualification |
|---------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------|---------------|
| Mixed objective/subjective test | A20 A21 B1 B2 B3 B4<br>B5 B7 B11 B12 B16<br>B23 B25 B26 B31<br>B32 C1 C2 C3 C6 C8 | Prueba individual escrita sobre contenido teórico-práctico | 100           |

## Assessment comments

|                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| O exame contará con partes prácticas para avaliar a adquisición dos coñecementos relativos ás ferramentas informáticas (procesador de textos, follas de cálculo, bases de datos) e partes teóricas de resposta multiple e/ou resposta breve |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Sources of information

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basic</b>         | Informática básica / Francisco Javier Martín Martínez, coordinador José Luis Raya Cabrera. Martín Martínez, Francisco José. Madrid : Ra-Ma, [2003] Fundamentos de bases de datos / Abraham Silberschatz, Henry F. Korth, S. Sudarshan Silberschatz, Abraham. Madrid : McGraw-Hill, [1998], 2000 Office 2007 paso a paso Joyce Cox - Anaya Multimedia - 2007 Google Maps <a href="http://maps.google.es/">http://maps.google.es/</a> |
| <b>Complementary</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Other comments



(\*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.