



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 | <ol style="list-style-type: none"> Modifications to the contents Methodologies <ul style="list-style-type: none"> *Teaching methodologies that are maintained *Teaching methodologies that are modified Mechanisms for personalized attention to students Modifications in the evaluation <ul style="list-style-type: none"> *Evaluation observations: Modifications to the bibliography or webgraphy | | | | |

Study programme competences / results

| Code | Study programme competences / results |
|------|---|
| 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. |



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



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| Saber crear presentaciones multimedia. | A21 | B1 B2 B3 B4 B5 B7 B16 B31 B32 | C1 C3 C6 C8 |
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| Contents | |
|--|---|
| Topic | Sub-topic |
| Computadores y Fundamentos de sistemas de archivos | -- Historia de los computadores -- Hardware -- Software -- Sistemas Operativos -- Redes de ordenadores -- Internet |
| Edición de documentos de texto | -- Introducción -- Estilos de texto -- Estructuración de contenidos |
| Gestión de la información en hojas de cálculo | -- Introducción -- Datos -- Gráficos -- Procesado |
| Gestión de la información en bases de datos | -- Introducción -- Modelización -- Consultas -- Formularios |
| Creación de contenido multimedia | -- Imágenes digitales -- Gráficos -- Sonido y vídeo -- Presentaciones |

| Planning | | | | |
|---------------------------------|---|--------------------------------------|-------------------------------|-------------|
| Methodologies / tests | Competencies / Results | Teaching hours (in-person & virtual) | 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 Guest lecture / keynote speech Collaborative learning 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 / Results | Description | Qualification |
|---------------------------------|---|--|---------------|
| 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 | Prueba individual escrita sobre contenido teórico-práctico | 100 |

Assessment comments

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| 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 |
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Sources of information

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|----------------------|--|
| Basic | 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. SudarshanSilberschatz, Abraham.Madrid : McGraw-Hill, [1998],2000Office 2007 paso a pasoJoyce Cox - Anaya Multimedia - 2007Google Maps http://maps.google.es/ |
| Complementary | |

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.