



Information about the subject

Degree: Bachelor of Arts Degree in Law

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 311107 **Name:** Information and Communication Technologies

Credits: 6,00 **ECTS Year:** 1 **Semester:** 1

Module: Skills for the Development of the Profession

Subject Matter: Communication **Type:** Basic Formation

Department: -

Type of learning: Classroom-based learning

Languages in which it is taught: Spanish

Lecturer/-s:

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Module organization

Skills for the Development of the Profession

| Subject Matter | ECTS | Subject | ECTS | Year/semester |
|----------------|-------|--|-------|---------------|
| Communication | 6,00 | Information and Communication Technologies | 6,00 | 1/1 |
| Applied Law | 18,00 | -Bachelor's Thesis | 12,00 | 4/2 |
| | | Seminars and Skills | 6,00 | 4/2 |

Recommended knowledge

Basic computer skills (user level)

Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 To prioritize and time correctly the tasks to be performed in front of a computer to optimize time.
- R2 To be able to work with a text processor at a basic level.
- R3 Analyze and solve productivity problems through computer tools, using functions in Excel: Search, Text, Logics, Statistics, etc. Write personalized letters, by accessing data that can be in Word or Excel.
- R4 To use IT resources for the development of their training activities.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

| GENERAL | | Weighting | | | |
|----------|---|-----------|---|---|---|
| | | 1 | 2 | 3 | 4 |
| CG5 | Computer skills related to the field of knowledge. | | | | X |
| CG8 | Ethical commitment to information management. | X | | | |
| CG9 | Oral and written communication skills in their native language in relation to the Science of Law. | X | | | |
| CG12 | To be able to develop audiovisual presentations. | | | | X |
| CG13 | Information management capacity. | | | X | |
| CG14 | Ability to work as a team and collaborate effectively with others. | | | X | |
| CG15 | Ability to work in interdisciplinary teams. | | X | | |
| CG16 | Ability to develop and maintain one's own competencies, skills and knowledge according to the standards of the profession. | X | | | |
| SPECIFIC | | Weighting | | | |
| | | 1 | 2 | 3 | 4 |
| CE1 | To become aware of the Law as an orderly system of legal norms regulating social relations. | X | | | |
| CE2 | Understanding of the different ways of creation of Law in its historical evolution and in its current reality, assimilating the existence of subordinate and supranational legal systems and the forms in which they are articulated. | X | | | |
| CE3 | Ability to use constitutional principles and values as a working tool in the interpretation of the legal system. | X | | | |



| | | | | |
|------|---|---|---|--|
| CE4 | Ability to understand and know how local, regional, state, community, and international institutions work, in their genesis and as a whole, and to identify the competent institution or administration in each case as well as the sectoral law applicable in each case. | X | | |
| CE5 | Ability to identify the rights and obligations of the natural persons in all the areas of Law and give legal form to their acts of will. | X | | |
| CE6 | Ability to identify and know the rights of the workers and their means of defence. | X | | |
| CE8 | Ability to know the law applicable to intra-community transactions and to international transactions outside the community and the means of enforcing it. | X | | |
| CE9 | Ability to enforce legal norms with the economic environment. | X | | |
| CE10 | Ability to negotiate accounting instruments, | | X | |
| CE12 | Ability to know the forms of taxation in our legal system. | X | | |
| CE13 | Ability to identify conduct that involves a breach of the legal system and its consequences. | X | | |
| CE16 | Acquisition of a critical conscience in the analysis of the legal system and acquisition of values and ethical principles. | X | | |
| CE17 | Understanding and knowledge of the anthropological foundations of culture, language and our social environment. | X | | |
| CE18 | To learn how to use the existing legal bibliographic information. | X | | |
| CE19 | Ability to handle the different legal sources (legal, jurisprudential and doctrinal). | X | | |
| CE20 | Mastery of computer techniques in obtaining legal information and communication of legal data (Internet, databases of legislation, jurisprudence, bibliography). | X | | |
| CE21 | Ability to read and interpret legal texts. | X | | |
| CE22 | Ability to make legal arguments. | X | | |
| CE23 | Ability to write legal texts. Basic knowledge of legal argumentation. | X | | |
| CE24 | Development of legal oratory. Ability to express oneself appropriately in front of an audience. | X | | |



CE26 Assumption of the necessary interdisciplinary vision of legal problems.

x



Assessment system for the acquisition of competencies and grading system

| Assessed learning outcomes | Granted percentage | Assessment method |
|----------------------------|--------------------|---|
| R1, R2, R3 | 10,00% | Attendance, active participation and favourable attitude in the subject/ course/ module |
| R2, R3 | 60,00% | Practical activities |
| R2, R3 | 20,00% | Final exam- theoretical and practical contents |
| R2, R3, R4 | 10,00% | Group work |

Observations

In order to measure the acquisition of the subject's skills through the learning outcomes defined above, the following Assessment System has been designed.

- The teaching staff will monitor attendance and participation in class .
- The exercises carried out throughout the course will be evaluated within the relevant time limits, allowing a day-to-day monitoring of the subject. Students will take objective tests. The main part of the course will be evaluated by means of problem solving tests or task simulation, these tests will be done in the computer room, being totally practical.
- In order to evaluate the part of the subject "Tools to prepare slideshows", the students will make a slideshow in class using the tool MS PowerPoint. This slideshow will be done individually and can be completed outside the classroom. It should be delivered to the teacher on the scheduled date.

The score will be calculated according to the following calculation:

- Attendance and Participation: 10%.
- Jobs 10% of the time
- Word Processing (MS Word) 35%
- Spreadsheet (MS Excel) 45%

ATTENDANCE AND PARTICIPATION

The attendance and participation note will be calculated according to the following percentage:

- If it is more than 80% of the sessions, the score will be 1.
- Between 70% and 80%, the score will be 0,5
- In any other case it will be 0.

In addition:

- The evaluation of the daily work during the sessions will not be considered for this calculation.
- Sessions in which the student has attended but not worked properly will not be counted as attendance



- Failure to attend, even if justified, will not be counted
- Attendance to part of the session will not be taken into account (delay or unauthorized absence without delivery of the corresponding practice)

WORK (SLIDESHOW)

The WORK score mainly refers to the part of the course concerning preparation of slidwshows with the MS PowerPoint tool. Presentations not made and delivered in class will not be assessed.

There will be no exam for the MS PowerPoint part of the course.

WORD PROCESSOR

This score will be computed by means of evaluation tests. If the student demonstrates in the continuous assessment tests that he or she has achieved the objectives of the course, it will not be necessary for the student to attend the final exam of this part.

SPREADSHEET

This mark will be computed by means of evaluation tests. If the student demonstrates in the continuous assessment tests that he or she has achieved the objectives of the course, it will not be necessary for the student to attend the final exam of this part.

FINAL TEST

There may be students who do not have to take the final exam of the subject, because they have all the parts passed. If they wish to raise their marks in any of the parts, they must inform the teacher at least one week before the date of the exam, specifying which part they wish to raise their marks from.

WITH HONORS

In principle there will be no specific test, but the students with the highest final mark will be awarded with honors, provided they meet the conditions of merit and those required by the University. In case of a tie, attendance and participation in class will prevail.

SECOND CHANCE

The score for the second chance will be exclusively the one obtained in the exam, which will consist of two parts: MS Word (45% of the grade) and MS Excel (55% of the grade). To pass the course it is essential to pass both parts.

STUDENTS IN SECOND AND SUCCESSIVE ENROLLMENTS

The evaluation of these students will be done by examination. The score will be exclusively the one obtained in the exam that will consist of two parts: MS Word (45% of the grade) and MS Excel (55% of the grade). To pass the course it is essential to pass both parts

MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record , unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.



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Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Group work sessions supervised by the teacher. Study of legal cases, both true and fictitious. Significant construction of knowledge through student interaction and activity. Critical analysis of values and social commitment.
- M8 Exposition of contents by the teacher, analysis of competences, explanation and demonstration of capacities, skills and knowledge in the classroom.
- M9 Supervised monographic sessions with shared participation.
- M10 Application of interdisciplinary knowledge.
- M11 Personalised attention and in small groups. Period of instruction and/or orientation carried out by a tutor with the aim of reviewing and discussing the materials and topics presented in the classes, seminars, readings, completion of assignments, etc.
- M12 Set of written and/or oral tests used in the initial, formative or summative evaluation of the student.
- M13 Group preparation of readings, essays, resolution of problems, seminars, papers, dossiers, etc., to be presented or delivered in theory classes, practical classes, and/or small group tutorials.
- M14 Student's study: individual preparation of readings, essays, problem-solving, seminars, works, reports, etc. to present or deliver in the theoretical classes, practical classes and/or small group tutorials.



IN-CLASS LEARNING ACTIVITIES

| | LEARNING OUTCOMES | HOURS | ECTS |
|-----------------------------|-------------------|--------------|-------------|
| Practical cases. M1, M11 | R1, R2, R3, R4 | 25,00 | 1,00 |
| Theoretical classes. M8 | R2, R3, R4 | 25,00 | 1,00 |
| Tutorial. M11 | R1, R2, R3, R4 | 4,00 | 0,16 |
| Assessment M12 | R2, R3 | 6,00 | 0,24 |
| TOTAL | | 60,00 | 2,40 |

LEARNING ACTIVITIES OF AUTONOMOUS WORK

| | LEARNING OUTCOMES | HOURS | ECTS |
|-------------------------|-------------------|--------------|-------------|
| Individual work. M14 | R1, R2, R3, R4 | 90,00 | 3,60 |
| TOTAL | | 90,00 | 3,60 |



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

| Content block | Contents |
|-----------------|--|
| Text processors | <ul style="list-style-type: none">·Basic concepts related to word processors: the program interface, explanation of the different tabs, etc.·How to use Word to design documents:<ul style="list-style-type: none">·Use styles to change the appearance of text and structure a document·Use the different parts of a document: header, footer, footnotes, etc.·Insert automatic fields: tables of contents, index, table of figures, page numbers·Insert and configure elements in the document: images, text boxes, tables and others.·Change the layout of a document using section breaks |
| Slideshow tools | <ul style="list-style-type: none">·How to use Powerpoint to make mid-advanced level presentations. In particular they will learn to:<ul style="list-style-type: none">·Insert text and apply the desired format·Use different objects in presentations: images, graphics, WordArt and others·Modify the appearance of the slides by changing the background, transparency, etc.·Design customized presentations·Insert buttons that allow specific actions to be performed·Apply default designs to change the slideshow look like |



Spreadsheets

- The interface and layout of the spreadsheets software: cells, rows, columns, cell references, etc.
- Use spreadsheets to automate calculations and design simple functions in Microsoft Excel. In concrete:
 - Design simple mathematical operations using formulas
 - Use absolute and relative references to allow the dragging of formulas
 - Use different mathematical and statistical functions of Excel: SUM, AVERAGE, etc.
 - Use different logical functions of Excel: IF, AND, OR, COUNTING IF, etc.
- Solve problems using the learned functions of Excel

Temporary organization of learning:

| Block of content | Number of sessions | Hours |
|------------------|--------------------|-------|
| Text processors | 11,00 | 22,00 |
| Slideshow tools | 3,00 | 6,00 |
| Spreadsheets | 16,00 | 32,00 |



References

Microsoft technical support. Office help and learning (2020). Available in:
<https://support.microsoft.com/es-es/office>

Mediaactive (2016) Aprender Office 2016 con 100 ejercicios prácticos. Ed. Marcombo. ISBN: 9788426722713

Scott, Patricia (2016) Microsoft Office 2016. Ed. Anaya Multimedia ISBN: 9788441538047

Lalwani, L. (2019) Excel 2019 All-in-One: Master the new features of Excel 2019 / Office 365. Ed. BPB Publications. ISBN: 9388511581

Vv. Aa. (2021) MICROSOFT WORD & EXCEL 2021 FOR BEGINNERS & POWER USERS: The Concise Microsoft Office Word and Excel 2021 A-Z Mastery Guide for All Users. Ed. Tech Demystified ISBN: 979-8749912647



Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒ Microsoft Teams

☐ Kaltura



Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒ Microsoft Teams

☐ Kaltura

Explanation about the practical sessions:

The activities would be carried out during the synchronous sessions, having to delivered at the end of the session. In the case of attendance problems arising from the confinement, the student will be able to deliver the daily exercise until 23:59 on the day the session.



2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

☒ The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☐ The following changes will be made to adapt the subject's assessment to the online teaching.

| Course guide | | Adaptation | |
|-----------------|----------------------|--------------------------------------|---------------------|
| Assessment tool | Allocated percentage | Description of the suggested changes | Platform to be used |

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System: