TIC as a tool of management and communication

Year 2023-2024

Catholic University of Valencia "San Vicente Mártir"

Modelo de Guía Docente

TEACHING GUIDE TO THE FIELD AND/OR SUBJECT

	ECTS
SUBJECT: TIC as a tool of management and communication	3
Field: Pedagogical principles and educational innovation	6
Module: New technologies applied to education management	3

Educational Model[1]: Basic and compulsory education	**Year:** 1 **Semester:** 2º
Instructors: **Dra. Soledad Gómez García,** **Dr. Enrique Estellés Arolas**	**Departament: Education**
	E-mail: **soledad.gomez@ucv.es,** **enrique.estelles@ucv.es**

MODULE ORGANIZATION

Pedagogical principles and educational innovation			**6 ECTS**	
Duration and temporal location within the curriculum: 3 ECTS located in second part of the year.				
Fields and Courses				
Field	**ECTS**	**COURSE**	**ECTS**	**Course/ semester**
Pedagogical principles in society	3	Competences. Pedagogical management	3	1/2
To promote innovation	3	Innovation for teachers	3	1/1

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[1] Educational training (common field), Compulsory, Optional, External practice, Final Degree Project.

New technologies applied to education management	3	TIC as a tool of management and communication	3	1/2

TIC as a tool of management and communication

Prerequisites: There are no requisites described.

GENERAL OBJECTIVES

a. To detect the importance of Information Technology and Communication in education.
b. To know TIC's systems and tools that a can have in your classroom.
c. To develop initiative and creativity through TICs within the school.
d. To learn how to find, create and share digital materials.
e. To manage our school from TICs tools available in Educational Administration.
f. To find solutions and respond to potential problems arising from the use of technology.
g. To encourage teamwork of teachers inside and outside the center through TIC.
h. To continue working on the line of good professional ethics in the field of TIC.

CROSS-CURRICULAR COMPETENCES	Competence measuring scale			
Instrumental	1	2	3	4
1. Ability to deal with information (CG 1)				X
2. Ability for oral and written communication (CG 7)				X
3. Ability to analyze and summarize (CG 11)	X			
4. Ability to share the academic and professional knowledge (CG 13)	X			
Interpersonal	1	2	3	4
5. Students can transmit their conclusions, knowledge and reasons to a specialised and non-specialisted audience in a clear way (CB 9)		X		
6. Ability to work in a team and efficient collaboration with other professionals (with the choice to develop in an interdisciplinary and international (CG 2)		X		

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Systemic	1	2	3	4
9. Possess and understand knowledge that contributes to find chances for being unique in the development and implementation of new ideas in an investigation context (CB 6).	X			
10 Students will know how to use knowledge and their skills for problem solving situations new or less known environments inside broader contexts (or multidisciplinary) related with their field of study (CB7).		X		
11. Students will be able to integrate knowledge and to face up the complexity of telling opinions from information that includes reflections of social and ethical considerations related to their applications of knowledge and opinions (CB 8).	X			
12. Students will acquire learning skills that let them continue studying in a self-directed and independent way (CB 10).		X		
13. The ability to update their knowledge and competences (CG 3).			X	
14. The ability to solve problems and make decisions (CG4).			X	
15. The ability to adapt to new situations (CG5).		X		
16. The ability to assume duties (CG 6).		X		
17. The ability to organize and plan (CG 9).	X			

SPECIFIC COMPETENCES				
Skills	1	2	3	4
To use and promote TIC resources at school (CE13)				X

Professional	1	2	3	4
To plan, organize, regulate, control and evaluate different processes that take place in the school, activating mechanisms for teacher training (CE11)				X
To desig, conduct and evaluate scientific-research work in their teaching center, as well as for the planning, promotion, development and introduction of innovations and initiatives. (CE12)				X

LEARNING OUTCOMES	COMPETENCES
R-1. The student knows different information systems for school management and the advantages and disadvantages derived from its use.	CG1, CG7, CE13
R-2.- The student knows different communication tools so that the center establishes and maintains contact with families and the rest of the educational community. Also know the basic rules for a correct use of these tools.	CE13, CG7
R-3. The student is able to propose educational innovation actions with ICT	CG1, CG7, CE13

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ON- CAMPUS EDUCATIONAL ACTIVITIES			
ACTIVITY	**Teaching- Learning Methodology**	**Relationship With Learning Outcomes For The Subject**	**ECTS** [2]
ON- CAMPUS CLASS	Exhibition of contents by the teacher, analysis of skills, explanation and demonstration of skills, abilities and knowledge in the classroom	ALL	0,4
PRACTICAL CLASSES	Group work sessions supervised by the teacher. Work in a computer classroom. Meaningful construction of knowledge through the interaction and activity of the student	ALL	0,2
		Total	(0,6)
INDEPENDENT WORK ACTIVITIES			
ACTIVITY	**Teaching-Learning Methodology**	**Learning Outcomes Relationship Course**	**ECTS**
INDEPENDENT WORK	Student study: Group Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented	ALL	2,4

[2]The subject is organized in **ON- CAMPUS EDUCATIONAL ACTIVITIES** and **INDEPENDENT WORK ACTIVITIES,** with an estimate percentage in ECTS. A correct distribution is: **35-40%** for on- campus educational activities and **60-65%** for independent work activities. (For a 6 ECTS subject: 2.4 and 3.6 respectively).

Teaching- Learning methodology is described in a generic way settle on didactic units in which the field is organized.

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	or submitted in theoretical lectures, practical and/or small-group tutoring sessions. Work done on the university e-learning platform (www.plataforma.ucv.es)		
		Total	(2,4)

SYSTEM FOR ASSESSING THE ACQUISITION OF THE COMPETENCES AND ASSESSMENT SYSTEM

Assessment Tool[3]	LEARNING OUTCOMES ASSESSED	Allocated Percentage
Classroom tasks	**R1,R2,R3**	**100%**

MENTION OF DITINCTION

The number of Distinctions granted will be one for every 20 students, with the exception of groups that are less than 20 students. In this case, only one Distinction may be granted.

The Mention of Distinction will be awarded to students who have achieved with excellence ALL the assessments

DESCRIPTION OF CONTENTS	COMPETENCES
1- **ICT as a management and communication tool** Integration of ICT in centers The ICT coordinator: functions and competences	CG1, CG7, CE13
2- **The use of ICT tools as management and communication tools.** Design and usability of a good website of a school	CG1, CG7, CE13

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[3]Techniques and instruments of evaluation: exam-exposure oral, written test (objective evidence, development, concept maps ...), tutorials, projects, case studies, logbooks, portfolio, etc.)

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Use of social networks as a means of school communication	
3- ICT as agents of educational innovation. Emerging educational technologies Educational innovation projects with ICT	CG1, CG7, CE13
4- Management Programs in the Center and telematic relations with the Administration. The Information Systems for the management of schools: Itaca, Educamos, Alexia, Google Clasroom ... Web portals of the Educational Administrations: Mestre a casa, LliureX, INTEF, Agrega Portal, ...	CG1, CG7, CE13
5- Good ICT practices and safe Internet browsing in minors. Good practices of the use of Internet in educational centers. Safe Internet browsing: dangers and good practices.	CG1, CG7, CE13

TEMPORAL ORGANIZATION OF LEARNING: (Pupils of first registration):	
BLOCK CONTENT / TEACHING UNIT	**SESSION**
ICT as a management and communication tool	**1**
Management Programs in the Center and telematic relations with the Administration	**1**
Communication tools: the web page	**1**
Communication tools: social networks and other media	**1**

Educational innovation projects	**1**
The ICT plan of the center and the figure of the ICT coordinator	**1**
Good ICT practices and safe Internet browsing in minors.	**1**

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