



## 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:**



## 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.



## 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.

## 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
<b>TOTAL</b>		<b>60,00</b>	<b>2,40</b>

## LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Individual work. M14	R1, R2, R3, R4	90,00	3,60
<b>TOTAL</b>		<b>90,00</b>	<b>3,60</b>



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



## 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