

**Computer and Study Skills**

Code: 101207  
ECTS Credits: 6

Degree	Type	Year	Semester
2500894 Tourism	FB	1	1

**Contact**

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**Use of Languages**

Principal working language: english (eng)  
Some groups entirely in English: Yes  
Some groups entirely in Catalan: Yes  
Some groups entirely in Spanish: No

**Prerequisites**

None

**Objectives and Contextualisation**

1. Provide students with fundamental study and communicative skills for their learning, research and practice.
2. Improve students' computer literacy, their basic understanding of operative systems and a working knowledge of software commonly used in academic and professional environments.
3. Provide tools for an efficient use of online resources.
4. Develop criteria to organise and present different type of works in academic and professional environments.
5. Learn to organise information efficiently in the forms of outlines, charts, etc. using appropriate software.
6. Develop skills to present ideas effectively and efficiently.

**Competences**

- Adapt to ongoing technological changes.
- Demonstrate understanding of the impact of information systems on business management processes.
- Develop a capacity for independent learning.
- Self-assess the knowledge acquired.
- Use communication techniques at all levels.
- Work in a team.

**Learning Outcomes**

1. Adapt to ongoing technological changes.
2. Demonstrate understanding of the impact of information systems on business management processes.
3. Develop a capacity for independent learning.
4. Self-assess the knowledge acquired.
5. Use communication techniques at all levels.
6. Work in a team.

## Content

1. Introduction
  1. From High School to University: changing demands and abilities
  2. Expectations about written assignments at the university
  3. Conducting successful research
  4. Evaluating sources and managing information
2. Using the Internet for Academic Purposes
  1. Online research tools
  2. Bibliography management
  3. File handling and storage
  4. Social networks and sharing knowledge
3. Introduction to Operating Systems
  1. Basic definitions
  2. Windows and other operative systems
  3. Windows applications
  4. Web-based office suite
5. Written Works and Word Processors
  1. How to perform and present a written work
  2. Working with MS Word (creating and editing documents, formats, editing and inserting elements, tools, tables, mailings, citing and referencing)
7. Working with Data and Spreadsheets
  1. Store, organize and work with data
  2. Working with MS Excel (basic concepts, creating spreadsheets, creating graphics and charts, functions and formulas)
9. Academic and professional presentations
  1. Designing and delivering an effective presentation
  2. Working with MS PowerPoint (creating slides and introducing text objects, working with objects on slides, SmartArt graphics, pictures and ClipArt, the slideshow, edition of slide template design)

## Methodology

The course has three methods of teaching and learning:

### a) Theory sessions

During the lectures the concepts will be explained first in a theoretical way and then exemplified with practical applications. Some sessions will require student's participation to solve problems.

### b) Practice sessions

During these sessions, topics covered in each lesson will be reviewed through exercises, group projects and individual tests that will be undertaken throughout the course. Students will receive guidance from the instructor in carrying out a project involving the search of information and managing of references and computer skills. Specialised software will be used during all practical sessions.

### c) Self-learning

The Virtual Campus will be used as a complement and as an alternative means of communication between students and their instructor. All the relevant material of the course, examples and exercises will be attached here online.

Each student should manage their time to study and solve problems proposed in addition to work on a research project using information and data of the tourism sector to be presented at the end of the course.

## Activities

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Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Public presentations	3	0.12	2, 5, 6
Theoretical and practical sessions with ICT support; active participation of students in class.	43	1.72	1, 2, 5, 4
Type: Supervised			
Tutorship	20	0.8	2, 5, 4
Type: Autonomous			
Individual study and practical sessions	30	1.2	1, 2, 3, 4

## Assessment

Students may choose between a continuous assessment and direct access to the final examination (a unique final evaluation).

### Continuous assessment

To follow the continuous assessment, attendance to at least 70% of the class sessions is mandatory. This type of evaluation consists of:

a) A number of lab assignments and homework assignments during the class to evaluate your progress. All exercises proposed in class must be presented within the established deadlines through the Interactive Campus. Each assignment will be worth 10 points. Failure to submit the assignment will result in zero points. Late assignments will result in the automatic deduction of 2 points. The average score of all of these assignments represent 50% of the final mark. More information about the assignments will be provided after the beginning of the class.

b) A final project using information and data of the tourism sector in which the student will use research skills and will practice how to present an academic written work properly. This project will account for 20% of the final grade.

b) Two individual tests based on theory and exercises, which will be worth 30% of the final mark.

Those students who fail at the continuous assessment, will be evaluated by the second option (unique evaluation) and none of the obtained grades will be taken into account.

### Unique final evaluation

Students will be examined on all the topics taught in class and the result of this exam will count for a 100% of the final mark.

## Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Individual assignments	50%	30	1.2	1, 2, 4

Individual tests	30%	4	0.16	1, 2, 3, 5, 4
Undertake a basic research project (searching for information, development of a hypothesis, writing of a short paper and design of a presentation)	20%	20	0.8	1, 2, 3, 5, 4, 6

## Bibliography

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- Cottrell, S. (2003) *The Study Skills Handbook*. 2nd ed. Basingstoke: Palgrave Macmillan. [4th ed. published 2013]
- Charte, F (2016) *Microsoft Excel 2016*. Madrid: Anaya Multimedia, 2016.
- Creme, P. and Lea, Mary R. (1997) *Writing at University: A Guide for Students*. Buckingham: Open University Press.
- Grauer R., Hogan L, and Poatsy M.A. (2011) *Exploring Microsoft Office. Getting Started with Windows 7*. Pearson Education, Inc., Publishing as Prentice Hall.
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- Johnson K. (2010) *Student Writing Guide. Reading, Research and Writing Strategies*. University of Minnesota.
- Liengme, B. V., & Ellert, D. J. (2009). *A Guide to Microsoft Excel 2007 for Scientists and Engineers*. Amsterdam; Boston, Academic Press/Elsevier. (Online resource at [UAB Library](#)).
- McMillan, K. and Weyers, J. (2006) *The Smarter Student: Study Skills and Strategies for Success at University*. Harlow: Pearson Education
- Murray, N. (2008) *Writing up your university assignments and research projects: a practical handbook*. Maidenhead, Berks: Open University Press: McGraw-Hill.
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