Computer and Study Skills

Code: 103769
ECTS Credits: 6

Degree	Type	Year	Semester
2502904 Hotel Management	FB	1	1

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: spanish (spa)

Some groups entirely in English: No

Some groups entirely in Catalan: No

Some groups entirely in Spanish: Yes

Prerequisites

There are no prerequisites.

Objectives and Contextualisation

1. Provide students with fundamental knowledge and communication skills for the learning and research process.
2. Improve computer literacy of students, their basic understanding of operating systems and a practical knowledge of software commonly used in academic and professional environments.
3. Provide tools for efficient use of online resources.
4. Develop criteria to organize and present different types of work in academic and professional environments.
5. Learn to organize information efficiently in the forms of schemes, tables, graphs, etc. using the appropriate software.
6. Develop skills to present ideas effectively and efficiently.

Competences

- Adapt to changes in technology as they occur.
- Apply the most up-to-date tools in ICT and new management systems in the areas of company planning and management in the hotel and catering sector.
- Be able to self-evaluate knowledge acquired.
- Demonstrate broad knowledge of the organisation and management of company operations, with emphasis on applied management models and the application of quantitative and qualitative techniques.
- Develop a capacity for independent learning.
- Manage and organise time.
- Manage communication techniques at all levels.
- Work in teams.

Learning Outcomes

1. Adapt to changes in technology as they occur.
2. Analyse, data, populations and samples, tables and graphs, and the association between variables, to be able to valuate the economic dimension of the hotel and catering sector.
3. Be able to self-evaluate knowledge acquired.
4. Collect, present and analyse qualitative and quantitative information referring to the hotel and catering sector.
5. Develop a capacity for independent learning.
6. Manage and organise time.
7. Manage communication techniques at all levels.
8. Use word processing, spreadsheets and data bases in the hotel and catering sector.
9. Work in teams.

Content

1. Introduction
a. From baccalaureate to university: changes in demands and capacities
b. Expectations about work written in the university
c. How to conduct a successful investigation
d. The evaluation of sources and information management
2. The use of the Internet for academic purposes
a. File management and storage
b. Online research tools
c. Management of the bibliography
d. Social networks and the exchange of knowledge
3. Introduction to Operating Systems
a. Basic definitions
b. Windows and other operating systems
c. Windows applications
d. Web-based office suites
4. Written works and word processors
a. How to make and submit a written work
b. Work with MS Word (creation and edition of documents, editing formats such as entering elements, tools, tables, emails, citing and making reference).
5. Work with data and spreadsheets
a. Store, organize and work with data
b. Work with MS Excel (basic concepts, creation of spreadsheets, creation of graphs and tables, functions and formulas)
6. Academic and professional presentations
a. The design and preparation of an effective presentation
b. Work with MS PowerPoint (creating slides and entering text objects, working with other objects on slides, SmartArt graphics, photos and ClipArt, slides show, layout editing slide template)

Methodology

The course has three methods of teaching and learning:
a) Theoretical sessions
During the lectures, the concepts will be explained first theoretically and then exemplified with practical applications. Some sessions require the participation of students to solve problems.
b) Practice sessions
During these sessions, the topics covered in each lesson will be reviewed through exercises, group projects and individual tests that will be carried out throughout the course. The students will receive orientation from the instructor in the realization of a project that includes the search of information and the management of references and knowledge of computer science. Specialized 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 relevant course material, examples and exercises will be attached here online.

Each student must manage their time to study and solve the proposed problems, in addition to working on a research project using the information and data of the hotel sector that will be presented at the end of the course.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Theorical sessions	40	1.6	1, 2, 8, 7, 6, 4
Type: Supervised			
Tutorships	45	1.8	1, 2, 8, 5, 7, 6, 4, 3, 9
Type: Autonomous			
Practical works	40	1.6	1, 2, 8, 5, 7, 6, 4, 3, 9
Study	20	0.8	1, 2, 8, 5, 7, 6, 4, 3, 9

Assessment

Students can choose between a continuous assessment or direct access to the final exam (a single final evaluation).
A) CONTINUOUS EVALUATION
The continuous evaluation system involves the periodic presentation of work and activities, individual and group, in addition to the realization of two partial examinations of consolidation of the concepts and topics developed in class with a value for each of 30% with respect to the grade. end of the subject. To be able to average the results obtained in these two partial exams, the student must achieve a minimum score equal to or higher than 4 points in both exams.
In the Virtual Campus will be detailed the dates of delivery of the works and the completion of the two partial exams.
Students who do not pass the subject through continuous assessment will be evaluated by the single evaluation system, not taking into account the grades obtained before.
B) UNIQUE EVALUATION: Final exam (all subject).
Set date and time, according to academic calendar, in the Official Center Programming.
There will be a single type of final exam, without differentiations between students who have passed the continuous assessment and those who have not.
C) RE-EVALUATION:
Set date and time, according to academic calendar, to the Official Center Programming.
Students who in the final evaluation have obtained a grade equal to or greater than 3.5 and less than 4.9, may be presented for re-evaluation. The maximum rating of this re-evaluation will not exceed 5 as a final grade.
Type of test to be determined.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Midterm exam 1	30%	2.5	0.1	1, 2, 8, 5, 7, 6, 4, 3, 9
Midterm exam 2	30%	2.5	0.1	3

Practucal works	40%	0	0	3

Bibliography

- Burton, G. (2013) Presenting: deliver presentations with confidence. London: Collins.
- Cottrell, S. (2003) The Study Skills Handbook. 2nd ed. Basingstoke: Palgrave Macmillan. [4th ed. published 2013]
- Charte, F (2916) 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.
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- McMillan, K. and Weyers, J. (2006) The Smarter Student: Study Skills and Strategies for Success at University. Harlow: Pearson Education
- Murray, N. (2008) Writting up your university assignments and research projects: a practical handbook. Maidenhead, Berks: Open University Press: McGraw-Hill.
- Wallace, M. (2004) Study skills in English: a course in reading skills for academic purposes. Cambridge: Cambridge University Press.

Other online resources will be indicated throughout the semester, especially from the official Microsoft Office support website.

Software

Word

Excel

PowerPoint