Universidad Zaragoza

28531 - Technologies applied to information management

Teaching Plan Information
Academic year 2017/18
Academic Center 108 - Faculty of Work and Social Sciences
Degree: Labor Relations and Human Resources
ECTS 6.0
Course
Second Semester
Subject type: Optional

Summary
*Technologies applied to information management in the context of social sciences*It is a subject that should serve the student as an aid toEfficient information managementboth itsformative stageas itslabor stage**.**

Students will learn to identifycharacteristicsyou must have the hardware, software and computer networks need or need to use. It will work tools commonly used today under various perspectives: how to use them to improve their professional efficiency, how they can influence social relationships (influences on itself or influences on potential users of social services), or what should be considered to a safe, ethical and legal use of computer data ...

Students will acquire**abilities**how to: design and develop digital documentary support, manage surveys, share information, calculations and keep updated graphical representations, multimedia presentations support an argument ...

Content
THEORY

1. Fundamentals of Computer Science

Some computer concepts must be known in order to apply a correct, legal and efficient way of information and communications technology to the context of the social sciences.

2. Computer Security and Privacy

Risks and threats in using a computer system. Security mechanisms.

3. Using Internet

Current Internet services of interest to the social sciences.

1. Creation and advanced document editing

automatic indexes, tables, illustrations, bibliography, headers and footers ...

2. Treatment of numerical data and graphical representation

Data format and cells. arithmetic functions, decision, search ... Graphics. Dynamic tables.

3. Multimedia Presentations

Design, animation, slide transitions. Hyperlinks and indexes. Illustrations.

4. Dissemination of survey results and treatment

5. Other

Platforms 'in the cloud'; file compression; manipulation of PDF files; etc.