Subject Study guide "Computer and Study Skills"

1. IDENTIFICATION

- ✓ **Subject name:** Computer and Study Skills

- ✓ **Code:** 101207

- ✓ **Degree/study:** Degree in Tourism

- ✓ **Academic course:** 2018-2019

- ✓ **Subject type:** Basic training

- ✓ **ECTS credits (hours)**: 6 ECTS (150 hours)

- ✓ **Teaching period:** 1st year, 1st semester

- ✓ **Teaching language:** English

- ✓ **Professor:** Mariona Vilà

- ✓ **E-mail**:

2. PRESENTATION

"Computer and Study Skills" is a compulsory course aimed to provide students with transversal skills critically important to successfully develop both their academic process and their professional careers. The objective of this course is twofold. First, this course aims to provide the student with study skills including time management, library research, teamwork, and a short introduction to academic writing and management of information. Second, the aim of this course is improving students' computer skills and increasing their proficiency with commonly used business applications. Skills for developing effective communications and treatment of information are at the core of the course and will be achieved with practical applications and active student engagement.

After studying this course, students should be able to manage basic software commonly used in academic and professional environments. In addition, at the end of the course students should be able to use their skills to search and manage information needed to contextualise and further develop their knowledge from other subjects of the curriculum.

3. EDUCATIONAL GOALS

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.

4. SKILLS AND LEARNING OUTCOMES

SPECIFIC SKILLS AND LEARNING OUTCOMES

COMPETENCE
CE19. Apply the up to date Information and communications technology (ICT) to new management systems in the areas of planning, management and business administration related to the hotel and catering industry.

> LEARNING OUTCOMES
> CE19.1. Implement word processors, spreadsheets and databases to the hotel and catering sector.

COMPETENCE
CE23. Demonstrate a broad knowledge of how an Enterprise is organized and managed, with emphasis in applied management models and quantitative and qualitative techniques.

> LEARNING OUTCOMES
> CE23.3. Data analysis, populations and samples, tables and graphics and relationships
> between variables in order to assess the economic dimension of the hotel and catering sector.
> CE23.4. Collect, analyse and perform quantitative and qualitative research regarding the
> hotel and catering sector.

TRANSVERSAL SKILLS
This course contributes to develop abilities to:

CT1. Develop the capacity of learning autonomously.
CT2. Be able to evaluate own acquired knowledge.
Being able to assess the knowledge acquired by oneself.
CT3. Adapt to technological changes that might arise.
CT4. Master communication skills at all levels.
CT11. Manage and organize each one's own time.
CT12. Work as a team.

5. TOPICS AND CONTENTS

1. **Introduction**
   a. From High School to University: changing demands and abilities
   b. Expectations about written assignments at the university
   c. Conducting successful research
   d. Evaluating sources and managing information
2. **Using the Internet for Academic Purposes**
   a. Online research tools
   b. Bibliography management
   c. File handling and storage
   d. Social networks and sharing knowledge
3. **Introduction to Operating Systems**
   a. Basic definitions
   b. Windows and other operative systems
   c. Windows applications
   d. Web-based office suites

4. **Written Works and Word Processors**
   a. How to perform and present a written work
   b. Working with MS Word (creating and editing documents, formats, editing and inserting elements, tools, tables, mailings, citing and referencing).
5. **Working with Data and Spreadsheets**
   a. Store, organize and work with data
   b. Working with MS Excel (basic concepts, creating spreadsheets, Creating graphics and charts, functions and formulas)
6. **Academic and Professional Presentations**
   a. Designing and delivering an effective presentation
   b. Working with MS PowerPoint (creating slides and introducing text objects, working with other objects on slides, SmartArt graphics, pictures and ClipArt, the slides show, edition of slide template design)

6. RECOMMENDED 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 (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.
- Grauer R., Hulett, M. and Poatsy M.A. (2011) Exploring Microsoft Office Word 2010, Prentice Hall. Pearson Education, Inc., Publishing as Prentice Hall.
- 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) 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, 2004

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

ADDITIONAL MATERIALS AND EQUIPMENT
Students will need to have access to a computer with Microsoft Office (Word, Excel, PowerPoint), web search engines and email access. Students will need to supply their own media to store their working and finished student files. It is recommended they have a USB Flash drive and regularly back that up on their home computer. It is strongly recommended that each student keep a copy of all their work during the course.

7. TEACHING 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.

TRAINING ACTIVITIES

Training activities	Teaching-learning methodology	Hours	% ECTS	Learning goals
Oriented activities	Theoretical and practical sessions with ICT support; active participation of students in class.	43	29%	CE19.1, CE23.3, CE23.4, CT3, CT4
	Public presentations	3	2%	
Supervised activities	Tutorship	20	13%	
Autonomous activities	Develop and discussion of exercises and case studies.	30	20%	CE19.1, CE23.4, CT1, CT2, CT4, CT11, CT12
	Undertake a basic research project (searching for information, development of a hypothesis, writing of a short paper and design of a presentation)	20	13%	CE19.1, CE23.3, CT1, CT2, CT4, T11, CT12
	Individual study and practical sessions	30	20%	CE19.1, CE23.3, CE23.4, CT1, CT2, CT11
Evaluation activities	Assessment of the individual learning process.	4	3%	CE19.1, CE23.3, CE23.4, CT4, CT11
Total		150	100%	

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8. ASSESSMENT SYSTEM

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.

ASSESSMENT ACTIVITIES

Activity	Weight	Hours	ECTS	Learning outcomes
Individual assignments	50 %	30	1.20	CE19.1, CE23.3, CE23.4
Final Project	20%	20	0.80	CE19.1, CE23.3, CE23.4
Individual tests	30 %	4	0.16	CE19.1, CE23.3, CE23.4

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.

9. PLANNING

WEEK	TOPIC	METHOD	Hours
1	**Introduction** a. From High School to University: changing demands and abilities b. Expectations about written assignments at the university c. Conducting successful research d. Evaluating sources and managing information	-Theory session with ICT support. -Exercises and discussion of results	4
2	**Using the internet for academic purposes** a. Online research tools: search engines b. Bibliography management c. File handling and storage d. Social networks and sharing knowledge	-Theory session with ICT support. -Exercises and discussion of results	4
3	**Introduction to Operating Systems** a. Basic definitions b. Windows and other operative systems c. Windows applications: managing files d. Web-based office suites	Theory session with ICT support. -Exercises and discussion of results First test covering topics 1 – 3. Written Examination	4
4	**Written Works and Word Processors** a. How to perform and present a written work b. Working with MS Word: creating and editing documents, formats, editing and inserting elements.	-Theory session with ICT support. -Exercises and discussion of results	4
5	**Written Works and Word Processors** a. MS Word: Inserting tables and graphs b. MS Word: Inserting page numbers, tables of contents	-Theory session with ICT support. -Exercises and discussion of results	4
6	**Written Works and Word Processors** c. MS Word: Citing and referencing **d.** MS Word: Printing and creating PDF files	-Theory session with ICT support. -Exercises and discussion of results	4
7	**Working with Data and Spreadsheets** a. Store, organize and work with data b. MS Excel: basic concepts (cell, ranges) c. MS Excel: Creating and editing spreadsheets d. MS Excel: Managing worksheets	-Theory session with ICT support. -Exercises and discussion of results	4
8	**Working with Data and Spreadsheets** e. MS Excel: functions and formulas	-Theory session with ICT support. -Exercises and discussion of results	4
9	**Working with Data and Spreadsheets** f. MS Excel: Functions and formulas g. MS Excel: Creating graphics and charts	-Theory session with ICT support. -Exercises and	4

		discussion of results	
10	**Working with Data and Spreadsheets** h. MS Excel: PivotTables and PivotCharts	-Theory session with ICT support. -Exercises and discussion of results	4
11	**Academic and Professional Presentations** a. Designing and delivering an effective presentation b. MS PowerPoint: creating slides and introducing text objects c. MS PowerPoint: Working with other objects on slides (SmartArt graphics, pictures and ClipArt)	-Theory session with ICT support. -Exercises and discussion of results	4
12	**Academic and Professional Presentations** d. MS PowerPoint: the slides show, edition of slide template design e. Time managing and rehearsal of the presentation	-Theory session with ICT support. -Exercises and discussion of results	4
13	**Students presentations**	Presentation of group works developed throughout the semester.	4
14	**Students presentations and Second Test**	Presentation of group works developed throughout the semester. Second exam covering topics 4-6. Written Examination	4

10. ENTREPRENEURSHIP AND INNOVATION

Learning is about much more than access to information. Solid study skills are essential for college success, for instance, and learning to balance multiple demands at once is valuable to many different career paths. In most cases, academic skills are organizational in nature. Time management, personal discipline, and the ability to complete multiple tasks simultaneously are all keys to good work ethic and are the building blocks of most required skills in the labour market and entrepreneurship. Students must learn to organize their time, their notes, and their study habits in order to effectively progress through a class. Research is also a major component. Elementary research projects that centre on different topics related to tourism industry pave the way for more advanced projects.

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