

TEACHING GUIDE
COMPUTER SCIENCE

GRADO EN ECONOMÍA (INGLÉS)

ACADEMIC YEAR 2023-24

Date: 07-07-2023

I.-Subject Identification	
Type	FORMACIÓN BÁSICA
Teaching period	1 course, 2Q semester
Nº of credits	6
Language in wich the subject is taught	English

II.-Presentation
<p>Students will learn the fundamentals of obtaining, analyzing and managing economic and business information, assuring the accuracy and reliability of data. They will also learn the main concepts for preparing and delivering information efficiently. Students will acquire the capability to use professional software to create, analyze, retrieve and convey information in different formats, managing data effectively and efficiently. The skills acquired in the course will allow students to improve their performance in academic as well as in professional business environments.</p> <p>NOTICE: Computers at the University labs run under the Windows operating system. Programs and versions will be specified by the lecturer.</p>

III.-Competences
<p>Generic competences</p> <p>CT02. Ability to organise and plan CT05. Knowledge of information systems relating to the field of study CT06. Ability to analyse and search for information from different sources CT07. Ability to solve problems CT15. Ability to learn independently CT16. Ability to adapt to new situations CB04 . That students are able to transmit information, ideas, problems and solutions to both specialized and non-specialized audience.</p>
<p>Specific competences</p> <p>CE02. Information search and research skills</p>

IV.-Contents	
IV.A.-Syllabus	
MODULE I. Professional writing of academic and economic reports and documents	I.1. Creating and editing academic and professional documents I.2. Advanced tools for building and managing complex documents I.3. Proofing and sharing documents
MODULE II. Planning and managing information in economics	II.1. Data organization in economics II.2. Creating and editing data II.3. Organizing and presenting economic data II.4. Preparing and analysing economic data II.5. Data visualization II.6. Protecting information

IV.B.-Training activities	
Type	Title
Reading	Comprehension and revision of contents
Practical / resolution of exercises	Hands-on-practice activities
Others	Academic tutorial meetings

V.-Student workload		
Lecture classes	18	
Practical classes/resolution of exercises, case studies, etc.	39	
Practical sessions in technological laboratories, hospitals, etc.	0	
Tests	3	
Academic tutorials	18	
Related activities: conferences, seminars, etc.	0	
Preparation of lecture classes	32	
Preparation of practices, exercises, cases studies work	60	
Test preparation	10	
Total student workload	180	
VI.-Methodology and academic programme		
Type	Period	Content
Master classes	Week 1 to Week 15	Exposition and delivery of contents through different resources
Work placements	Week 1 to Week 15	Hands-on-practice activities
Other activities	Week 1 to Week 15	IT resources
Academic Tutorials	Week 1 to Week 15	Academic tutorials

VII.-Assessment methods

VII.A.-Assessment weighting

Continuous ordinary assessment:

The distribution and characteristics of the assessment tests are those described below. Only in exceptional case and for special reasons may the teacher add changes to the Guide. These changes will require the prior consultation with the Subject Head and the prior and explicit authorisation of the Degree Programme Coordinator, who will notify the Vice-Rector's office in charge of Academic Affairs of the modifications made. In any case, the changes proposed must take into account the stipulations of the verified report. In order for these changes to take effect, they must be duly communicated at the start of the course to the students using Aula Virtual.

The combination of activities that are not re-assessable cannot exceed 50% of the subject grade and, in general, cannot have a minimum grade (except for the case of laboratory or clinical work placements, where duly justified), and tests which exceed 60% of the subject weighting cannot be added.

Extraordinary assessment: Students who do not manage to pass the ordinary assessment, or who did not attend, will be subject to completion of an extraordinary assessment to verify their acquisition of the skills established in the guide, only for activities that are re-assessable.

Description of the tests for assessment and their weights.

1st (Ordinary) Assessment

Module I (30%)

•**Course-work Module I (30%)**. Contents Module I. Assignments will be defined by the lecturer. Minimum mark: 5 out of 10.
 Retake option: exam

Module II (70%)

•**Course-work Module II (10%)**. Contents Module II. Assignments will be defined by the lecturer. NO retake option
 •**Exam Module II (60 %)**. Contents Module II. On-site exam: it will be held at the university labs, on the official evaluation date.
 Minimum mark: 5 out of 10. Retake option: exam
 •To pass Module II it is required a minimum mark of 5 out of 10 in the weighted average of both activities and to have achieved the minimum mark in the exam.

To pass the subject the student must have passed each module with a minimum mark of 5 and she/he must have achieved the minimum mark required for each assessment activity. The course final mark is the weighted average of the marks obtained in both modules (30% * Module I + 70% *Module II), but:
 If the student did not obtain the required mark in one of the modules or assessment activities, the mark in "Actas" will be that of the failed module/activity (0 in case the activity was not presented).

2nd (Extraordinary) Assessment

On-site: it will be held at the university labs, on the official evaluation date.
 The student will take an exam of the module or modules that she/he failed on the first assessment (the mark of the module passed on the first assesment will be kept):

Module I (30%)

•Exam Module I: weight 30%. Minimum mark 5 out of 10

Module II (70%)

•Exam Module II: weight 60%. Minimum mark 5 out of 10
 •Course-work Module II (10%): mark obtained in the first call (Ordinary Assessment)
 •To pass Module II it is required a minimum mark of 5 out of 10 in the weighted average of both activities and to have achieved the minimum mark in the exam.

The course final mark will be the weighted average of both modules (30% * Module I + 70% *Module II). To pass the subject the student must have passed each module with a minimum mark of 5 and she/he must have achieved the minimum mark required for each assessment activity. If the student did not obtain the required mark in one of the modules/activities, the mark in "Actas" will be that of the failed module/activity.

IMPORTANT: As a consequence of a student committing any type of academic fraud (affecting either assessment or non-assessment activities), he/she will fail definitely the subject (no retake option).

VII.B. Assessment of students with an academic exemption

Student who wish to opt for this assessment will have to get an academic exemption for the subject, which they will have to request from the Dean or Director of the Centre which teaches their course. An academic exemption may be granted where the subjects own characteristics allow for it.

Subject with the possibility of an exemption: Yes

VII.C. Review of assessment tests

In accordance with the exam appeal regulations of the Universidad Rey Juan Carlos.

VII.D.-Students with a disability or special educational needs

Curricular adaptations for students with a disability or special educational needs will be determined by the Disabled Students Support Department, in accordance with the regulations governing the Disabled Students Support service, approved by the Universidad Rey Juan Carlos Council, in order to guarantee equal opportunities, inclusive treatment, universal accessibility and a greater guarantee of academic success.

For this purpose, this Department will have to issue a curricular adaptation report, therefore students with disabilities or special educational needs must contact the Department to analyse the different alternatives together.

VII.E.-Academic behaviour, academic integrity and honesty

The Universidad Rey Juan Carlos is completely committed to the highest standards of academic integrity and honesty. Therefore, studying at the URJC means you accept and agree to the academic integrity and honesty values described in the University's Code of Ethics. In order to monitor this procedure, the University has Regulations on academic behaviour at the Universidad Rey Juan Carlos and uses different tools (anti-plagiarism, supervision?) which provides a collective assurance that these essential values are completely developed

VII.-Bibliography

Reference Generic

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IX.-Lecturers/Teachers/Professors

Lecturer/teacher/professor´s name	EDUARDO ALLENDE ECHEVARRIETA
E-mail address	eduardo.allende@urjc.es
Department/field	Economía Financiera y Contabilidad

Category	Profesor/a Visitante
Subject Coordinator	No
Academic tutorial timetable	Para consultar las tutorias póngase en contacto con el/la profesor/-a a través de correo electrónico
Nº of Quinquenios	1
Nº of Sexenio	0
Nº period for technology transfer	0
Stretch Docentia	1
Lecturer/teacher/professor´s name	SONSOLES LEGUEY GALAN
E-mail address	sonsoles.leguey@urjc.es
Department/field	Economía Financiera y Contabilidad
Category	Profesor/a Contratado/a Doctor/a
Academic qualifications	Doctor
Subject Coordinator	Yes
Academic tutorial timetable	Para consultar las tutorias póngase en contacto con el/la profesor/-a a través de correo electrónico
Nº of Quinquenios	3
Nº of Sexenio	0
Nº period for technology transfer	0
Stretch Docentia	4