## Degree competences to which the subject contributes

### Specific:
1. Using on an habitual basis the Information and Communication Technologies (ICT) in all its professional performance.

### Generical:
2. ORAL AND WRITTEN COMMUNICATION_N1. Communicating orally and in written form with other people about learning results, about thinking realization and decision making; participate in debates about topics of the own speciality.
3. ANALYTICAL THINKING_N1. Being able to break down a topic or a problem and analyze the premises that form them, investigating in the relations between them and identifying their implications and consequences with the aim of judging their reliability.
4. INFORMATION RESEARCH_N1. Administering the acquisition, the structuring, the analysis and the visualization of information in the field of the speciality, and assess in a critical way the results of this procedure.
5. SUSTAINABILITY AND SOCIAL COMMITMENT_UPC. Knowing and understanding the complexity of economic and social factors typical of the welfare society; capacity for relating welfare with globalization and sustainability; ability to use in a balanced and compatible way the technique, the technology, the economy and the sustainability.

## Teaching methodology
- Expository-participative teaching
- Self study
- Problem Based learning / Cases

## Learning objectives of the subject
- Learning how to search information on the Internet and databases effectively.
- Being able to develop an optimal criterion in order to search information online.
- Being able to develop collaborative work online.
- Being able to develop the right skills to edit documents to get a better viewing.
- Being able to use the professional social networks effectively.
- Understanding the differentiation of devices an resources in the Cloud
- Being able to use Twitter professionally.
- Acquiring an advanced knowledge of Excel.
801903 - EPP - Personal Productivity Tools

**Study load**

| Total learning time: 150h | Hours large group: 0h 0.00% | Hours medium group: 56h 37.33% | Hours small group: 0h 0.00% | Guided activities: 0h 0.00% | Self study: 94h 62.67% |
# Content

<table>
<thead>
<tr>
<th>Chapter 1. Document Collaborative Tools</th>
<th>Learning time: 15h</th>
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<td>1. Collaborative tools. New way to work?</td>
<td>Practical classes: 6h</td>
</tr>
<tr>
<td>1.1 Share, Copy, Paste and Capture</td>
<td>Guided activities: 3h</td>
</tr>
</tbody>
</table>

## Description:

1. Collaborative tools. New way to work?
2. The Google Environment, Why?

### 2. Share, Copy, Paste and Capture

1. Gmail
2. Gmail as a Contacts Manager
3. Google Calendar
4. My Shared Documents: Google Drive
5. Google Chrome Navigator

### 2. The Google Environment, Why?

1. Gmail
2. Gmail as a Contacts Manager
3. Google Calendar
4. My Shared Documents: Google Drive
5. Google Chrome Navigator
6. Microsoft Outlook Environment

### 3. Microsoft Outlook Environment

1. Online email
2. Calendar in Outlook
3. My Shared Documents: Onedrive
4. Office 365

### 4. Zoho Environment

1. Zoho Mail
2. Zoho Calendar
3. Zoho Contacts and CRM
4. Office Suite
5. Other Applications of Zoho

### 5. Offline Office

1. Microsoft Office
2. Open Office

### 6. Advanced Presentations

1. Prezi
2. Mental Maps
3. Infographics
4. Powtoon

### 7. Professional images databases

1. Quick Design of online websites (Wix, Google Sites, Jimdo, Hostinger, etc?)

## Related activities:

The related activities are detailed in the "schedule of activities" published in the Athena platform for students to consult.
Chapter 2. Internet Searching Tools

<table>
<thead>
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<tr>
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<tr>
<td>Guided activities: 3h</td>
</tr>
<tr>
<td>Self study: 6h</td>
</tr>
</tbody>
</table>

**Description:**
1. Internet Search. What do we have?
   1.1 Directories and Search Engines, the main elements.
   1.2 Search Engines. Which are the most common?
2. Google. A whole world to discover
   2.1 Google, the best business in the world
   2.2 Google search engine, how does it work?
   2.3 Google search engine, settings
   2.4 Google search engine, basic searching
   2.5 Google search engine, advanced searching
   2.6 Google search engine, other uses
   2.7 Google, other services
3. Information Segmentation Criteria
   3.1 Identification of the Information Source
4. Other Searchers (Bing, Yahoo, etc?)
5. Searching on Youtube and Vimeo
6. Invisible Internet

**Related activities:**
The related activities are detailed in the "schedule of activities" published in the Athena platform for students to consult.

Chapter 3. Online Digital Library and RSS

<table>
<thead>
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<tr>
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<tr>
<td>Guided activities: 3h</td>
</tr>
<tr>
<td>Self study: 6h</td>
</tr>
</tbody>
</table>

**Description:**
1. University online libraries
2. Repository of academic articles
3. Repository of Thesis and final degree dissertations
4. Specialized academic searcher engines
5. Personalized Information and Newsreaders

**Related activities:**
The related activities are detailed in the "schedule of activities" published in the Athena platform for students to consult.
### Chapter 4. Mobile Devices

**Learning time:** 15h  
Practical classes: 6h  
Guided activities: 3h  
Self study: 6h

**Description:**
1. Tablets  
   1.1 iOS System and its characteristics  
   1.2 Android System and its characteristics  
   1.3 Windows System and its characteristics  
2. Smartphones  
   2.1 iOS System and its characteristics  
   2.2 Android System and its characteristics  
   2.3 Windows System and its characteristics  
3. Productivity Applications

**Related activities:**  
The related activities are detailed in the "schedule of activities" published in the Athena platform for students to consult.

### Chapter 5. Sharing Documents through the Cloud

**Learning time:** 15h  
Practical classes: 6h  
Guided activities: 3h  
Self study: 6h

**Description:**
1. Dropbox  
2. Box  
3. Bitcasa  
4. Copy  
5. Mega  
6. Bittorrent

**Related activities:**  
The related activities are detailed in the "schedule of activities" published in the Athena platform for students to consult.
### Chapter 6. Welcome to Social Web

**Description:**
1. Web 2.0, a brief introduction
2. Web 2.0, a new and specific vocabulary
3. Analyzing Different Tools in Web 2.0
4. Web 2.0 Map

**Related activities:**
The related activities are detailed in the "schedule of activities" published in the Athena platform for students to consult.

### Chapter 7. Professional Networks

**Description:**
1. LinkedIn
2. Xing
3. Viadeo
4. Yammer
5. Facebook
6. Infojobs

**Learning time:** 15h
- Practical classes: 6h
- Guided activities: 6h
- Self study: 3h
### Chapter 8. Microblogging

**Description:**
1. What is Microblogging?
2. Twitter: A professional Tool
3. Twitter: Create and Personalize a Profile
4. Twitter: Posting a Tweet, listening and enhancing
5. Twitter: Lists and Information Organisation
6. Twitter: Monitoring Tools

**Related activities:**
The related activities are detailed in the "schedule of activities" published in the Athena platform for students to consult.

**Learning time:** 15h  
Practical classes: 6h  
Guided activities: 6h  
Self study : 3h

### Chapter 9. Blogs

**Description:**

- What Is a Blog?
- Blogging vocabulary
- Blog...and why?
- Blog, its tools
- Wordpress and Blogger
- Starting to Use Wordpress
- Blogs Searchers
- Blog Templates
- Blog Awards

**Related activities:**
The related activities are detailed in the "schedule of activities" published in the Athena platform for students to consult.

**Learning time:** 15h  
Practical classes: 6h  
Guided activities: 6h  
Self study : 3h
Chapter 10. Excel Spreadsheet

Learning time: 15h
   Practical classes: 6h
   Guided activities: 6h
   Self study: 3h

Description:
Basic concepts
   2. Books and cell formatting
   3. Book maintenance and sharing
   4. Applying formulas and basic functions
   5. Nested or combined formulas
   6. Formulas and functions II
   7. Presentation of Data Visually
   8. Working with Forms and Frameworks
   9. Excel Applications in Business

Related activities:
The related activities are detailed in the "schedule of activities" published in the Athena platform for students to consult.

Qualification system

Final exam (60%)
Continuous assessment (40%)

The final grade for the course (FQ) is calculated from the following formula:

FQ Mark = 60% Final Exam + Continuous assessment mark 40%

Minimum mark Final Exam 40 points out of 100

The course is passed with a FQ equal or above 50 out of 100

Generic skills are evaluated from the activities undertaken throughout the course and are considered passed if the student gets a score equal to or higher than 3 on the assessment rubric.

Regulations for carrying out activities

A minimum mark of 40 out of 100 is required in the final exam to be able to average with the coursework mark, otherwise the final course mark will be a fail.
Bibliography

Basic: