**ASIGNATURA DE HERRAMIENTAS OFIMÁTICAS**

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| --- | --- |
| 1. **Competences** | To integrate the therapeutic treatment, through initial assessment, planning, execution, and evaluation of Physical Therapy techniques, to the improvement of life quality of the client/patient. |
| 1. **Fout-month Term** | First |
| 1. **Theory hours** | 8 |
| 1. **Practise hours** | 37 |
| 1. **Total hours** | 45 |
| 1. **Total hours per week in term** | 3 |
| 1. **Learning objective** | The students will process information from wellbeing and rehabilitation centres through ofimatics to write documents and to contribute to an eficient communication management. |

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| --- | --- | --- | --- |
| **Learning units** | **Hours** | | |
| **Theory** | **Practice** | **Total** |
| **I. Procesador de textos.** | 3 | 12 | 15 |
| **II. Hojas de cálculo.** | 3 | 17 | 20 |
| **III. Editores de presentaciones.** | 2 | 8 | 10 |
| **Totals** | **8** | **37** | **45** |

**HERRAMIENTAS OFIMÁTICAS**

*LEARNING UNITS*

|  |  |
| --- | --- |
| 1. **Learning Unit** | **I. Procesador de textos**. |
| 1. **Theory hours** | 3 |
| 1. **Practice hours** | 12 |
| 1. **Total hours** | 15 |
| 1. **Objective of the Learning Unit** | The students will write documents in word processors to presenting information. |

| **Topics** | **Know** | **Know how** | **Be** |
| --- | --- | --- | --- |
| Software elements. | To identify the principles and basic elements of software. To identify the characteristics and basic functions of the Operating System (O.S.). | To perform user, password, and screensaver changes.  To manage, copy, paste, rename, backup, compress and delete files. | Teamwork  Proactive  Organised  Responsible  Punctual |
| Digital tools. | To identify the basic concepts of the Internet and its main tools:  - Meta search engines.  - Cloud storage  - Email  - Institutional platforms.  - Creation of video channels.  - To know the applicable rules. | - To select information through web browsers.  - To administer email accounts.  - To use the institutional platforms. | Analytical  Teamwork  Proactive  Responsible  Punctual |
| Work environment of word processors. | To identify the elemens of the work environment of word processors and their views:  Normal, web design, print desing, reading design, scheme, and pre-eliminary. | To locate the elements of the work environment. To select different view modes of the word processor. | Analytical  Proactive  Organised  Systematic  Responsible  Punctual |
| Text editing and formatting. | To describe the configuration parameters of a page of the word processor. | To configure pages of the word processor.  To create text documents using editing and formatting tools. | Analytical  Proactive  Organised  Systematic  Responsible  Punctual |
| Tables and drawing tools. | To identify the tools of creating and manupulating tables.  To identify editing tools of images, objects and basic shapes. | To design tables.  To integrate images, objects and basic shapes.  To elaborate content tables, picture tables, paging, and bibliographic references (APA and Vancouver style). | Analytical  Proactive  Organised  Systematic  Responsible  Punctual |
| Task combination. | To identify the tools used in correspondency combination and links to data. | To combine correspondency between text pages and spreadsheets. | Analitical  Proactive  Organised  Systematic  Responsible  Punctual |

**HERRAMIENTAS OFIMÁTICAS**

*EVALUATION PROCESS*

|  |  |  |
| --- | --- | --- |
| **Learning result** | **Learning sequence** | **Instruments and types of evaluations** |
| Starting from a practical exercise, the student will hand a text document in electronic format that includes:    - To change user, password and screensaver.  - To manage, copy, paste, rename, backup, print, move, compress, and delete files.  - To manage eficiently institutional platforms.  - To send and receive emails with information gathered from web browsers.  - To configure a page.  - To edit and format texts.  - To elaborate tables on a word processor and on a spreadsheet.  - To insert objects.  - To combine correspondency. | 1. To identify the basic concepts and devices of the computer.  2. To comprehend the elemens of the work environment, the tools of the operating system, and the basic concepts of the Internet and its tools.  3. To identify the structure and tools of institutional platforms.  4. To identify the work environment and main tools of the word processor.  5. To comprehend the procedure of tools usage of the word processor.  6. To elaborate text documents. | Practical exercises  Checklist  Rubric  Observation guide |

**HERRAMIENTAS OFIMÁTICAS**

*TEACHING LEARNING PROCESS*

|  |  |
| --- | --- |
| **Teaching methods and techniques** | **Didactic means and materials** |
| Practical exercises.  Laboratory practice.  Collaborative teams.  Videos.  Teamwork. | Computer with word processor software.  Audiovisual equipment.  Whiteboard.  Internet connection.  Mobile phone.  Tablet. |

*FORMATION SPACE*

|  |  |  |
| --- | --- | --- |
| **Classroom** | **Laboratory / Workshop** | **Company** |
|  | X |  |

**HERRAMIENTAS OFIMÁTICAS**

*LEARNING UNITS*

|  |  |
| --- | --- |
| 1. **Learning Unit** | **II. Hojas de cálculo.** |
| 1. **Theory hours** | 3 |
| 1. **Practice hours** | 17 |
| 1. **Total hours** | 20 |
| 1. **Objective of the Learning Unit** | The students will identify the basic tools of the spreadsheet to the information management. |

| **Topics** | **Know** | **Know how** | **Be** |
| --- | --- | --- | --- |
| Work environment of the spreadsheet. | To identify the elements of the work environment of the spreadsheet and its views:  - Normal, web design, header, footer, print design, reading design, scheme and pre-eliminary.  To identify the tools of the spreadsheet:  - Rows, columns, and cells; insert, delete, modify and apply format functions. | To locate the work elements of the spreadsheet and its views.  To insert, delete, modify, and apply format to cells. | Analytical  Proactive  Organised  Systematic  Responsible  Punctual |
| Basic and intermediate functions of the spreadsheet. | To explain the procedures and manipulating, data treatment, and creating of formulas in a spreadsheet.  To identify the basic functions and operations of the spreadsheet:  -Sum, average, minimum, maximum, if, and, or, concatenate, date, today, and now.  To identify the intermediate functions:  -Average, meidan, mode, variance, standard deviation. | To create spreadsheets with data, formulas, and functions.  To sort and filter data in the spreadsheet. | Analytical  Proactive  Organised  Systematic  Responsible  Punctual |
| Graphs. | To explain the procedures of creating and manipulating of graphs, as well as their characteristics. | To insert graphs. | Analytical  Organised  Systematic  Creative  Responsible  Punctual |

**HERRAMIENTAS OFIMÁTICAS**

*EVALUATION PROCESS*

|  |  |  |
| --- | --- | --- |
| **Learning result** | **Learning sequence** | **Instruments and types of evaluation** |
| Starting from a practical exercise, the student will hand in a spreadsheet in electronic format that includes:  - Setup of the spreadsheet.  - Editing and formats.  - Numeric information gathered from basic functions and formulas.  - Graphs. | 1. To identify the work environment and main tools of the spreadsheet.  2. To comprehend the use of basic tools and functions of the spreadsheet.  3. To comprehend the procedures of creation, manipulation of graphs and their characteristics. | Practical exercises.  Checklist.  Rubric.  Observation guide. |

**HERRAMIENTAS OFIMÁTICAS**

*TEACHING LEARNING PROCESS*

|  |  |
| --- | --- |
| **Teaching methods and techniques** | **Didactic means and materials** |
| Practical exercises.  Practice in computer lab.  Collaborative teams.  Videos.  Teamwork. | Computer with spreadsheet software.  Audiovisual equipment.  Whiteboard.  Internet connection.  Mobile phone.  Tablet. |

*FORMATION SPACE*

|  |  |  |
| --- | --- | --- |
| **Classroom** | **Laboratory / Workshop** | **Company** |
|  | x |  |

**HERRAMIENTAS OFIMÁTICAS**

*LEARNING UNITS*

|  |  |
| --- | --- |
| 1. **Learning Unit** | **III. Editores de presentaciones.** |
| 1. **Theory hours** | 2 |
| 1. **Practice hours** | 8 |
| 1. **Total hours** | 10 |
| 1. **Objective of the Learning Unit** | The students will create a slide presentation to presenting information. |

| **Topics** | **Know** | **Know how** | **Be** |
| --- | --- | --- | --- |
| Work environment. | To identify the elements of the work environment of the presentation editor and its views:  -Normal, slide manager, notes page, slide presentation, slide pattern, documents, and notes. | To locate the elements of the work environment. | Analytical  Organised  Systematic  Creative  Responsible  Punctual |
| Structure of a presentation with slides. | To identify the tools of the presentation editor; creation, content assistants, and design layouts, like:  -Blank presentation, slide design, design layouts, autocontent asistant, and photo album.  To identify the rules to elaborating professional presentations. | To make professional presentations. | Analytical  Organised  Systematic  Creative  Responsible  Punctual |
| To custom a slide presentation. | To identify the customisation tools of the presentation editor and multimedia elements:  -Slide transition, displacement trajectories, entering animations, emphasis, exit, hypelinks, multimedia elements.  To identify the tools to manipulating slides:  -View of the slide manager, move, copy, delete, and hide slides, preview of intervals and slide pattern. | To elaborate presentations with animations and drawing tools.  To run the presentation.  To elaborate a video from a presentation. | Analytical  Organised  Systematic  Creative  Responsible  Punctual |

**HERRAMIENTAS OFIMÁTICAS**

*EVALUATION PROCESS*

|  |  |  |
| --- | --- | --- |
| **Learning result** | **Learning sequence** | **Instruments and types of evaluation** |
| Starting from a practice exercise, the student will hand in an electronic presentation that includes:  - Layouts, graphs, content assistants and patterns.  - Multimedia elements.  - Animation and transition of slides. | 1. To identify the work environment and the main tools of the presentation editor.  2. To comprehend the use of the tools of the presentation editor.  3. To elaborate professional presentations.  4. Usage of specialised software tools. | Practical exercise.  Checklist.  Rubric.  Observation guide. |

**HERRAMIENTAS OFIMÁTICAS**

*TEACHING LEARNING PROCESS*

|  |  |
| --- | --- |
| **Teaching methods and techniques** | **Didactic means and materials** |
| Practical exercises.  Practice in computer lab.  Collaborative teams.  Videos.  Teamwork.  Interactive work. | Computers with presentation editor software.  Audiovisual equipment.  Whiteboard.  Internet connection.  Mobile phone.  Tablet.  3D applications of the area. |

*FORMATION SPACE*

|  |  |  |
| --- | --- | --- |
| **Classroom** | **Laboratory / Workshop** | **Company** |
|  | X |  |

**HERRAMIENTAS OFIMÁTICAS**

*CAPACITIES DERIVED FROM THE PROFESSIONAL COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES*

| **Capacity** | **Performance criteria** |
| --- | --- |
| To assess the physical condition of the client/patient through diagnostic interpretation and applying the physical exploration techniques, and clinic interview to determine the treatment plan. | To elaborate a therapeutic assessment report, which will be added to the therapeutic record, that includes:   * Specialist who channels. * Informed consensment. * Personal information. * Current ailment. * Clinic record. * Physical and therapeutic valuation. |
| To determine the therapeutic treatment through selection and programming of therapeutic techniques, area, equipment, work material, human resource, and calendarisation, to contributing of the evolution of health condition of the client/patient and to their wellbeing. | To create a treatment protocol, which will be added to the therapeutic record, that includes:   * Sessions chronogram per treatment. * Place or workplace. * Techniques to use. * Therapeutic counterinstructions. * Risks and complications. * List of material and equipment to use according to the applicable norm. * Projection of evolution of the client/patient. * Therapist in charge and speciality. |
| To develop the therapeutic treatment through manual therapies and electotherapy to contributing to rehabilitation, health condition and wellbeing of the client/patient. | To perform the manual techniques and electotherapy according to the protocol established: facilities, equipment and benefits to the client/patient.  To keep a track of application of treatment, with will be added to the therapeutic record, that includes:   * Date, time, and session number. * Treatment specifying the manual techniques and electotherapy used. * Treatment advances. * Observations. * Reaction or affectation. * Suggestions of tracking and medical reassessment. * Therapist in charge and speciality. |
| To assess the evolution and satisfaction of the client/patient through analysis of results to propose modifications to the treatment and to contribute to the achivement of its objectives. | To elaborate a result report, which will be added to the therapeutic record, that includes:   * Fullfilment of programmed activities. * Equipment used. * Techniques applied. * Fullfilment of hygiene and security norms. * Degree of evolution of the client/patient. * Degree of satisfaction fo the client/patient. * Conclusions to the treatment. * Observations and proposal of modifiations to the treatment. |

**HERRAMIENTAS OFIMÁTICAS**

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