



ETSIAMN

STAFF TRAINING PROGRAMME

IT for University Staff

NOVEMBER 2014

Description

IT for University Staff is an intensive five-day course that aims to improve the overall use of computer tools for administrative and academic purposes. It also provides an applied overview of modern information technologies. Target groups are University Staff and Faculty from ETSIAMN Partner Institutions.

Intended outcomes

Upon completing the course, participants will have strengthened their general computer skills and increased their competence in efficient and secure IT management.

Course structure

The course lasts 25 hours, divided into five hours of training per day (Monday-Friday, 09:00 – 14:00).
Fees: 300 € per person, including work files, welcome *paella* meal and guided visit on the UPV campus.
Extracurricular activities (not included in course fees): guided tour in old town Valencia, Spanish food cooking session, Flamenco dance workshop and farewell dinner.

Course coordinator

Prof. Vicente Castell, Head of International Relations ETSIAMN. Lecturers are senior IT technicians from UPV.

Teaching methods

Sessions involve short lectures, specific learning tasks, group work, individual practice, applied exercises, tutorials and permanent coaching by two course lecturers.

Dates and location

Monday, 10.11.14 to Friday, 14.11.14.
Place: *ETS Ingeniería Agronómica y del Medio Natural (ETSIAMN). Universitat Politècnica de València (UPV). Camino de Vera s/n. 46022 Valencia, Spain.*

Travel, living and accommodation expenses

Participants are expected to obtain *LLP-Erasmus Staff Mobility* grants from their home Institutions. The ETSIAMN will assist with booking accommodation for participants.

Information

Please complete the attached pre-registration form and return it to cbenavent@upvnet.upv.es.
Deadline: 31st October 2014
Maximum number of participants: 30



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Course programme

MONDAY 10th NOVEMBER

08:45 Reception of participants at the ETSIAMN international Office

09:00-14:00 IT course: **Computer basics (Hardware, Software, Networks). Operating Systems overview: Windows, MAC, Linux. Computer architecture at universities. Wi-Fi Access (Eduroam). Connecting with mobile devices (smartphones, tablets). Antivirus.**

14:15 Institutional welcome meeting

14:30 Welcome paella meal

16:30 Guided visit on the UPV campus

TUESDAY 11th NOVEMBER

09:00-14:00 IT course: **Office software. Microsoft Office and Open Office. Advanced Microsoft Word tools: tables, links, object management, mail merge, styles, macros.**

17:00 Free elective activity: *Guided Tour in old town Valencia*. Fee: 20 € / person

WEDNESDAY 12th NOVEMBER

09:00-14:00 IT course: **Advanced Microsoft Excel tools: formulas, conditional sum, conditional formatting, search targets, scenarios, pivot tables, macros. Introduction to databases. Using Microsoft Access.**

19:00 Free elective activity: *Mediterranean Food Cooking + Dinner*. Fee: 30 € / person

THURSDAY 13th NOVEMBER

09:00-14:00 IT course: **Information exchange between Access, Excel and Word. Creating and managing PDF documents. File compression tools. Managing media assets. Image, audio and video.**

19:00 Free elective activity: *Flamenco Dance Workshop*. Fee: 25 € / person

FRIDAY 14th NOVEMBER

09:00-14:00 IT course: **E-mail: e-mail account types. E-mail Clients. Hidden recipients. Attachments. SPAM management. World Wide Web. Browsers: Internet Explorer, Mozilla Firefox, Google Chrome. Information search. Internet security. Browser settings. Basic rules of operation.**

20:00 Free elective activity: *Farewell Dinner in Valencia*. Fee: 25 € / person



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Proposed accommodation - special rates for ETSIAMN guests - limited places

HOTEL ASTORIA PALACE – Valencia downtown

<http://www.ayrehoteles.com/hotel-astoria-palace/>

reservas.astoriapalace@ayrehoteles.com. Phone.: +34-96-3981000

Double room for single use + buffet breakfast + taxes: approx. 90 €/night

HOTEL NH LAS ARTES II – *Ciudad de las Artes*, 10 min bus lift to UPV or downtown

<http://www.nh-hoteles.es/nh/es/hoteles/espana/valencia,-es/nh--las--artes-ii.html>

nhlasartes2@nh-hotels.com . Phone: +34-96-3356062

Double room for single use + buffet breakfast + taxes: approx. 70 €/night

COLEGIO MAYOR GALILEO GALILEI – Right on the UPV campus

<http://www.galileogalilei.com/>

reservas@galileogalilei.com. Phone: +34- 96 335 20 00

Single room + continental breakfast + taxes: approx. 50 €/night

DAMIA BONET RESIDENCE HALL – Very closed to the UPV campus.

<http://www.resa.es/eng/Residences/Damia-Bonet>. Phone: +34-962 050 500

Double room apartment + continental breakfast + taxes: approx. 80 €/night