

TEACHING GUIDE

NEW TECHNOLOGIES IN INTERNATIONAL RELATIONS

GRADO EN RELACIONES INTERNACIONALES (INGLÉS)

ACADEMIC YEAR 2026-27

Publication date: 02-07-2026



I.-Subject Identification

Type	FORMACIÓN BÁSICA
Teaching period	1 course, 1Q semester
Nº of credits	6
Language in which the subject is taught	English

II.-Presentation

GENERAL OBJECTIVES

The course focuses on the development of efficient management of productivity software, as well as the efficient use of the different resources available on the Internet in the field of international relations.

The main objective of the subject is to provide students with the capability to use professional software to create, analyze, retrieve and convey information in different formats, managing data effectively, efficiently and ensuring its accuracy and reliability. The skills acquired in the course will allow students to improve their performance in academic and professional environments.

III.-Learning outcomes

CG04. Students must be able to transmit information, ideas, problems and solutions to others, be they specialised or not.
 CG06. Students must have developed the learning skills required to deal with further study with a high degree of independence.
 CE06. Students must acquire the basic skills and language resources necessary to use new information and communications technologies.
 CE08. Students must acquire the necessary skills to study and independently analyse the protagonists, relations and institutional framework of the International Society, as well as obtain the necessary resources for such an analysis.

- Key for degrees not adapted to RD 822/21: **CB** - basic competences, **CG** - generic competences, **CE** - specific competences, **CT** - transversal competences.
- Key for degrees adapted to RD 822/21: **CON** - knowledge, **COM** - competences, **HAB** - skills.



IV.-Contents

IV.A.-Syllabus

1. Introduction
 - 1.1 Information and Communication Technologies
 - 1.2 The impact of ICT in the shaping of International Relations
2. Professional edition of documents
 - 2.1 Basic tools for creating and editing documents
 - 2.2 Advanced tools for editing large and complex documents
 - 2.3 Proofing, protecting and sharing documents
3. Information management and analysis in the field of International Relations
 - 3.1 Introduction to databases and spreadsheets
 - 3.1 Creating and editing data
 - 3.2 Organizing and presenting data
 - 3.3 Preparing and analysing data
 - 3.4.Data visualization
 - 3.4.Protecting information

IV.B.-Training activities

Type	Title
Lectures	Contents presentation through different resources.
Resolution of exercises, problems, case studies	Practical exercises for the student's personal work. Class exercises, assignments, quizzes.
Group work	Group project
Other activities	Academic tutorials.
Test and/or exams	Compulsory Exam (official exam date).



V.-Student workload	
Theoretical sessions	18
Resolution of exercises, problems, case studies, etc.	39
Practical sessions in experimental, technological and clinical laboratories, fieldwork, etc.	0
Tests and/or exams	3
Academic tutorials	30
Related activities: conferences, seminars, etc.	18
Preparation of theoretical sessions and self-study	32
Preparation of practical tasks, exercises, case studies, projects, etc.	30
Preparation for tests and/or exams	10
Total student workload	180

VI.-Methodology and academic programme		
Type	Period	Content
Practical sessions	Week 1 to Week 14	CLASS EXERCISES: Practical exercises that will be carried out in class to develop the course skills and competencies.
Practical sessions	Week 3 to Week 15	PROJECT(s) to acquire and evaluate skills.
Theoretical sessions	Week 1 to Week 14	THEORETICAL-PRACTICAL CLASSES.Content exposition and practical exercises to reinforce these contents.
Practical sessions	Week 1 to Week 14	HAND ON PRACTICE EXERCISES to practice the skills learned.
Academic tutorials	Week 1 to Week 16	ACADEMIC TUTORIALS. Individualized assistance to clarify questions and resolve doubts.
Tests and/or exams	Week 16 to Week 16	Assessment EXAM. No reference material is allowed.



VII.-Assessment methods

The general assessment method is continuous as established in the *Regulation for the Assessment of Learning Outcomes* of Rey Juan Carlos University.

All the assessment systems established in the degree report must be employed, except for those that have a minimum weight of 0%, which can be used by professors in the academic years they consider relevant. Each assessment system may be applied through one or more assessment activities, consistent with the system. No assessment activity can exceed individually 60% of the overall grade for the subject.

The sum of non re-evaluable activities cannot exceed 40% of the overall grade for the subject and, in general, should not have an established minimum grade (except for practical activities in which, strictly speaking, the conditions of the ordinary call cannot be reproduced in the extraordinary call).

Those students who do not manage to pass the subject in the ordinary call, or do not attend this first call, may attend the extraordinary call only for failed re-evaluable assessment activities.

The distribution and characteristics of the assessment activities are described below.

VII.A.-Description and weight of the assessment activities

1st (Ordinary) Assessment

In the ordinary assessment the subject will be evaluated according to the following activities and weights:

1. Group Project. Contents: Units 1 & 2. Minimum mark required: 5. Weight in the final grade: 30%.
2. Course work: Course contents. Exercises and activities to be defined by the lecturer. Minimum mark required: 5. Weight in the final grade: 20%.
3. On-site Exam: Contents: Unit 3. Final test to be carried out on the official evaluation date. Minimum mark required: 5. Weight in the final grade: 50%.

The final grade of the course will be the weighted average of the previous activities. To pass the subject the weighted average must be equal to or greater than 5 and the minimum mark required in the above mentioned assessment activities must have been reached. If the weighted average is equal to or greater than 5 but the mark of any activity is lower than 5, the subject will be graded with the mark of the failed assessment activity.

****ATTENDANCE:** Regular class attendance is recommended due to the course's significant practical component. Keeping up with activities in the computer lab—alongside instructor explanations, demonstrations, and the opportunity to have questions answered—facilitates understanding of the course material and supports the successful achievement of the intended learning outcomes. Given the applied nature of the subject, many skills are developed progressively through guided practice; therefore, weekly attendance contributes significantly to the proper assimilation of the course's knowledge, competencies, and skills.

2nd (Extraordinary) Assessment

Students can retake the assessment activities failed in the ordinary assessment. The grades of the passed assessment activities are maintained. The weights and evaluation criteria are the same as those of the ordinary assessment.

IMPORTANT: Any type of academic fraud (affecting either assessment or nonassessment activities), will have the consequence that the student involved will fail the subject.

VII.B. Assessment of students with academic exemption from class attendance

Having Academic Exemption from Class Attendance (DAAC) does not imply that students are automatically exempt from participating in the continuous assessment activities or in the training activities of compulsory attendance as established in the teaching guide. Once the exemption has been granted, students must contact the subject's teaching staff, who will propose the adaptations he/she may consider relevant, as long as they guarantee the acquisition and adequate assessment of the learning goals established. Students must maintain adequate communication with the teaching staff so that they may provide information on the dates for training and assessment activities, if these are not established in the programme and available for students at the time of achieving the exemption.

Subject with possibility of academic exemption: Yes.

VII.C. Review of assessment activities



In accordance with the Regulation for the Assessment of Learning Outcomes of Rey Juan Carlos University.

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

In order to guarantee equal opportunities, non-discrimination, universal accessibility and academic success, students with disabilities or especial education needs may request curricular adaptations to follow their studies. These adaptations will be provided by the Unit of Attention to People with Disabilities of Rey Juan Carlos University, in accordance with the regulation which regulates the service for the Attention of People with Disabilities at the University. This Unit will issue a report for curricular adaptations, so that students with disabilities or special education needs must contact the service (at e-mail discapacidad.programa@urjc.es) in order to provide relevant information for different educational alternatives.

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

Rey Juan Carlos University is fully committed to the highest standards of academic integrity and honesty, so studying at the URJC means assuming and subscribing to the values of integrity and academic honesty set out in the University's Ethical Code. To support this process, the University has Rey Juan Carlos University's Academic Conduct Regulation as well as different tools (anti-plagiarism, supervision...) that offer a collective guarantee for the full development of these essential values.



VIII.-Teaching resources and materials

Basic bibliography

Título: Microsoft Office 365: In Practice, 2021 Edition; **Autor:** Randy Nordell; **Editorial:** McGraw-Hill Higher Education, 2022
Título: Microsoft Office Step by Step (Office 2021 and Microsoft 365); **Autor:** Joan Lambert & Curtis Frye; **Editorial:** Microsoft Press, 2022
Título: Microsoft Word Step by Step (Office 2021 and Microsoft 365); **Autor:** Joan Lambert; **Editorial:** Microsoft Press, 2023
Título: Microsoft Excel Step by Step (Office 2021 and Microsoft 365); **Autor:** Joan Lambert & Curtis Frye; **Editorial:** Microsoft Press, 2021
Título: Microsoft Excel Formulas and Functions (Office 2021 and Microsoft 365) (Business Skills); **Autor:** Paul McFedries; **Editorial:** Microsoft Press, 2022
Título: Microsoft Excel 365 Bible; **Autor:** Michael Alexander & Dick Kusleika; **Editorial:** Wiley, 2022

Consultation bibliography

Título: Storytelling with data; **Autor:** Cole Nussbaumer Knaflic; **Editorial:** Wiley, 2015
Título: Excel Dashboards and Reports; **Autor:** Michael Alexander & John Walkenbach; **Editorial:** Wiley, 2013
Título: Microsoft Excel 2016 Data Analysis and Business Modeling; **Autor:** Wayne Winston; **Editorial:** Microsoft Press, 2016
Título: Creating Research and Scientific Documents Using Microsoft Word; **Autor:** Alexander Mamishev and Murray Sargent; **Editorial:** Microsoft Press, 2016
Título: Data Visualization with Excel Dashboards and Reports; **Autor:** Dick Kusleika; **Editorial:** Wiley, 2021
Título: Data At Work; **Autor:** Jorge Camões; **Editorial:** New Riders, 2016
Título: The Big Picture; **Autor:** Steve Wexler; **Editorial:** McGraw Hill, 2021

IX.-Professors

Name and surname	MARÍA JESÚS GALLEGOS LOSADA
E-mail address	mariajesus.losada@urjc.es
Department	Economía Financiera y Contabilidad
Campus	Madrid - Vicálvaro
Category	Profesor/a Ayudante Doctor/a
Academic degree	Doctor
Person responsible for the subject	No
Tutorial timetable	Para consultar las tutorías póngase en contacto con el/la profesor/a a través de correo electrónico
Number of quinquennia	1
Number of sexennia	0
No. of positive evaluations by Docencia	1

