



ETSIAMN STAFF TRAINING PROGRAMME

Providing key skills for University Staff

20th STP VALENCIA

Languages & IT Training

IT for University Staff – June 2020

Description

IT for University Staff is an intensive five-day course that aims to give training in three different areas:

- Awareness about hidden risks for the unaware Internet users, with practical **security** mini-lab
- Learning the use of MS **Access** tool, for administrative and academic purposes
- Discovering the magnificent and attractive **Prezi** tool to make striking presentations

Target groups are University Staff and Faculty from Higher Education Institutions.

Intended outcomes

Upon completing the course, participants will have strengthened their specific *Access* skills. Their competence in the usage, management and databases querying will have been increased. Applied problem solving abilities through *Access* resources will have been acquired. They also will recognize security issues that were not detected previously. And they will be prepared to start using *Prezi* for sharing their ideas with the most demanding audience.

Course structure

The course lasts 25 hours, divided into five hours training sessions

(Monday-Friday, 09:00 – 14:00).

Fees: 380 € per person, including work files, welcome *paella* meal, and farewell lunch. Extracurricular activities (not included in course fees): guided tour in old town Valencia, and Tapas dinner.

Course coordinator

Prof. Francisco Rovira, Head of International Relations ETSIAMN. Lecturers are senior IT technicians from UPV.

Teaching methods

Sessions involve short lectures, specific learning tasks, group work, applied exercises, tutorials and permanent coaching by our course lecturers. Hands-on learning through individual projects will complete the training program.

Dates and location

Monday, 08.06.20 to Friday, 12.06.20

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: 10th May 2020

Maximum number of participants: 15.

Cancellation policy: no registration fees will be refunded within seven days prior to the start of the course. The fees paid will be valid for any other course offered by the ETSIAMN International Staff Training during the following 12 months.



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Course program

MONDAY 08th JUNE

09:00: Welcome seminar

11:00-14:00 Internet Security: *Understanding the risks and the basics of security. Mini-lab: Unsafe WiFi*

14:15 Institutional welcome meeting

14:30 Welcome paella meal

TUESDAY 09th JUNE

09:00-14:00 Access course: *Access overview. Why access? Overview of databases. Objects in Access. Tables, fields, records and primary keys.*

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

WEDNESDAY 10th JUNE

09:00-14:00 Access course: *Queries. Kinds of queries.*

THURSDAY 11th JUNE

09:00-14:00 Access course: *Forms and Reports.*

19:30 Free elective activity: *Tapas dinner.* Fee: 40 € per person.

FRIDAY 12th JUNE

09:00-14:00 Prezi presentations: *Making more attractive presentations, in a different way.*

14:15 Farewell lunch

Proposed accommodation - special rates for ETSIAMN guests - limited places

HOTEL BARCELÓ VALENCIA - *Ciudad de las Artes*, 10 min bus lift to UPV or downtown

<https://www.barcelo.com/en-gb/hotels/spain/valencia/barcelo-valencia/>

valencia@barcelo.com Phone: +34 96 330 63 44

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

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

ILUNION AQUA 4 – *Ciudad de las Artes*, 15 min bus lift to UPV or downtown

<https://en.ilunionaqua4.com/> Phone: +34 963 18 71 00