Information Technology [3 Ects credits]

Prof. Fabio Maccaferri

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The course aims to teach the basics of ICT and some of its main applications in order to understand how they are changing in contemporary society and how to be aware, responsible users.

At the end of the course, students will be able to identify the main components of an IT System, the social implications of IT tools, and the risk and security aspects involved in the use of digital tools and the Internet.

Furthermore, they will be able to use, at a basic level, the most important individual IT tools: text editors, spreadsheets, and presentations.

***COURSE CONTENT***

The course is divided into two parts.

*Theory*

Rudiments of information technology and their application to social sciences. Students may attend a course of lectures held by the lecturer.

*Practice*

This part aims to teach information technology skills. It consists of self-study material students may access on the Blackboard platform.

The theory syllabus reflects the content of the course textbook adopted which will be indicated by the lecturer in class.

*Theory*

– Introduction to information technology: basic concepts.

– Digital in social sciences.

– IT components.

– Data management.

– Multimedia.

– Ethical questions.

*Practice*

– Word processors (Word).

– Spreadsheets and multimedia word processors (Excel and PowerPoint).

***READING LIST***

Reference text for the theoretical part:

Frigerio-Maccaferri-Rajola, *ICT e società dell’informazione*, McGraw-Hill Education (Italy), 2019, 3rd edition.

***TEACHING METHOD***

For the *theoretical part*, students can download the following from Blackboard:

* Part of the support material used by the lecturer during classes. The study of the material, however, does not replace the importance of attendance and the study of the textbook according to the information included in the reading list.

The material for *practice* is available on Blackboard for self-study.

***ASSESSMENT METHOD AND CRITERIA***

A computer test with multiple choice questions and simulations that have to be performed. It consists of 22 questions, divided as follows:

12 questions on theory;

10 questions on practice.

The examination lasts a total of 30 minutes and entitles students to a pass.

It may be repeated on consecutive examination dates if necessary. Examination enrolment (compulsory) follows the ordinary session calendar and must take place via web through the *iCatt* student’s personal webpage. The result is registered at the end of the examination.

***NOTES AND PREREQUISITES***

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG or on the Faculty notice board.