Information technology for communication

Prof. Massimiliano Montulli

***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.

Intended learning outcomes

At the end of the course, students will be able to:

* demonstrate operational knowledge of Word, Excel and PowerPoint applications;
* demonstrate knowledge of the basic notions of information technology and telecommunications, their repercussions in everyday life and their potential for individuals and organisations;
* have competence on issues of the application of information technology for communication in society, in particular on contents linked to the future of the use of digital technology in different life contexts;
* demonstrate understanding for IT ethical issues related to both improper or irrational use of technologies (virus, security, privacy violation, IT crimes, digital divide) and to the change of life style due to the use of technologies (distance working, media and digital communication, social media).

***COURSE CONTENT***

The course is divided into two parts.

*Theory*

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

*Practice*

This part aims to teach information technology skills. The programme on theory is based on the textbooks indicated in the reading list.

The theory syllabus reflects the content of the course textbook that will be indicated in class by the lecture.

*Theory*

– Brief historical introduction to IT.

– IT infrastructures.

– Digital convergence and the information society.

– The digitalisation of society.

– Ethics and IT.

– Cybersecurity.

*Practice*

– Word processors (Word).

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

***READING LIST***

*Attending students*

Frigerio, Maccaferri, Rajola, *“ICT e Società dell’Informazione”,* McGraw-Hill, (2019). [Except chap. 2.4 - from p. 37 to p. 54]

Lecture material.

*Non- attending students*

Frigerio, Maccaferri, Rajola, *“ICT e Società dell’Informazione”,* McGraw-Hill, (2019).

***TEACHING METHOD***

The teaching material used by the lecturer for the *theory* will be available on Blackboard. However, studying the slides is no substitute for attending the course (highly suggested) and studying the course book indicated in the reading list.

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

***ASSESSMENT METHOD AND CRITERIA***

*Attending students*

For attending students:

* assessment on the *theory* through an oral exam (above all) on the topics studied in class. This test is on the same day as the test on *practice* and can be taken provided that a passing mark is obtained on the practical test. The evaluation is based on relevance of answers, appropriate use of specific terminology, argumentative and coherent structuring of discourse, students’ ability to identify conceptual links and unsolved issues.
* assessment on *practice* through a computer test consisting of 16 questions with simulations to be carried out in a maximum time of 20 minutes. To pass the test students must correctly answer at least 65% of the questions.

*Non- attending students*

A computer test with multiple choice questions and simulations that have to be performed. It consists of 40 questions, divided as follows:

24 questions on the theory;

16 questions on the practice.

The examination lasts a total of 45 minutes and it finishes with a mark that is calculated mathematically based on the percentage of given answers. To pass the exam, students must correctly answer at least 65% of the questions.

***NOTES AND PREREQUISITES***

There are no specific prerequisites to attend this course. However, students are expected to show interest and intellectual curiosity toward the subject and are advised to attain a good practical knowledge of Word, Excel and PowerPoint prior to the course.

Attendance is strongly recommended and is the only way to take the test as an ‘attending student’.

All exams dates are valid. Registration to exams, scheduled on the ordinary exam calendar, is compulsory, and must be completed via internet or at a UC-Point. The mark is registered at the end of the exam.

In case the current Covid-19 health emergency does not allow frontal teaching, remote teaching and assessment will be carried out following procedures that will be promptly notified to students.

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.