# IT Skills

## Prof. Benedetta Comazzi

***COURSE AIMS AND INTENDED LEARNING OITCOMES***

The course aims to provide students with the basics of ICT and some of its main applications in order to understand its evolution and application in contemporary society, but also to be aware and responsible users. In addition, the course will introduce students to the use of social networks in the psychological field: what they are used for, how to use them correctly and what are the advantages and risks of using social networks in the psychological profession. Finally, the course aims to examine in detail the main programs of the Office package (Word, Excel, Power Point), in order to make students understand the different declinations of these tools and how to use their main functions.

By the end of the course, students will be able to recognize the main components of an Information System, understand the social implications of using IT tools and the risks and security aspects of using digital tools and the Internet. In addition, students will be able to use, at a basic level, the main tools of individual computing (word processing, spreadsheet and presentation) and understand how they can be declined and applied within the psychology profession, both at university and at work level. For example, students will be able to create a table of contents and a biography, build a database, use the main basic analysis functions, create test scoring sheets, master the main communication rules for creating effective presentations and build presentations useful for presenting a research project.

***COURSE CONTENTS***

Module 1

*Unit 1: Theory*

1.1 ICT

 What is ICT

 Comparison of ICT, Computer Science and Information Technology

1.2 The Computer

 Duty cycle (IPOSC)

 Hardware

 Software

1.3 The operating system

 The main functions of the operating system

1.4 The application software

1.5 Data and information

 Definitions and main differences

 Formal and material tools

1.6 Memory

 Central memory

 Secondary memory

1.7 Input and output devices

1.8 Networks

 Composition

 LAN

 MAN

 WAN

1.9 Security

 Cyber threats

 Protection against cyber attacks

 Malware

 Firewall

 Access management: CAPTCHAs

1.10 The Internet

 When and how it was created

 Arpanet

 Types of wireless connection

 The web

 Browsers

1.11 Web 2.0 and social media

1.12 Databases

1.13 Search engines

 What they are and which are the most popular

 SEM and SEO area

1.14 Social networks and psychology

*Unit 2: Word*

2.1 What is Word?

2.2 Word and psychology

2.3 Basic menu options

2.4 Tricks for faster use

2.5 Word: university and work use

 Headers and footers

 Margins

 Spacing and line spacing

 Footnotes

 Images and tables

 Captions

 Statistics

 Index of text, figures and tables

 Bibliography

 Review comments

 Save as PDF

 Password

2.6 Practical exercise

*Unit 3: Excel*

3.1 What is Excel?

3.2 Excel and psychology

3.3 Basic menu options

 The spreadsheet

 Excel functionality

3.4 Tricks for faster use

3.5 Excel: university and work use

 Building databases

 Using functions

 Charts

 Revision comments

 Password protection and cell locking

 Test scoring

3.6 Practical exercise

*Unit 4: Power Point*

4.1 What is Power Point?

4.2 Power Point and psychology

4.3 Basic menu options

4.4 Tricks for faster use

 Slide Master

4.5 Power Point: university and work use

 Communication rules for more effective presentations

 Slide numbering

 Aligning slide elements

 Tables

 Revision comments

 Designing presentation for the purpose of presenting a thesis or research project

 Time tracking of speech

 From presentation to video

4.6 Practical exercise

***READING LIST***

No bibliographical references are provided. Students can prepare themselves by watching the video lectures and studying the supplementary materials included in the videos.

***TEACHING METHOD***

Lessons are delivered via asynchronous video lectures and students can access them via Blackboard. At the end of the videos relating to each thematic unit of the course, students will find videos containing content useful for carrying out practical exercises.

***ASSESSMENT METHOD AND CRITERIA***

The assessment is carried out by means of a computer-based examination lasting a total of 15 minutes and comprising 30 multiple-choice questions, divided as follows:

- 13 questions relating to the theoretical part

- 17 questions relating to the use of word processing, spreadsheet and multimedia word processing systems.

One point is awarded for each correct answer; at the end of the examination, the points obtained are added up and, if more than 75% of the answers are correct, a pass is awarded.

There are no roll call jumps and students can take the test independently after viewing the video lectures.

***NOTES AND PREREQUISITES***

Office Hours

If necessary, students can request an appointment with the teacher by writing to benedetta.comazzi@unicatt.it.