

**Introduction to Information and Communications
Technologies**

Code: 101517
ECTS Credits: 6

Degree	Type	Year	Semester
2500244 East Asian Studies	FB	1	2

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: No
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: Yes

Teachers

Xenia Amorós Soldevila
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Prerequisites

The student should have basic skills for managing elements regarding folders and files (create, move, copy, paste, delete, compress and decompress, etc.) and applications (open, close, move windows, switch sessions, etc.).

Objectives and Contextualisation

The objective of this course is to initiate the student in the use of general technologic resources applied to edition, managing and search of scientific, economic and humanities data related to East Asian Studies.

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

- Show knowledge of general technologic resources for files management and data related to East Asian Studies field.
- Apply this knowledge to text edition in different forms and perform linguistic correction.
- Apply this knowledge to basic automation of actions.
- Apply this knowledge to efficiently search and manage online resources related to East Asian studies' different objects of study.

Competences

- Developing self-learning strategies.
- Ensuring the quality of one's own work.
- Knowing and using the information and communication technology resources (ICT) in order to collect, produce, analyse and present information related to the East Asian Studies.

Learning Outcomes

1. Developing self-learning strategies.
2. Ensuring the quality of one's own work.
3. Using search engines of specific scientific data.
4. Using software for specific purposes.

Content

Collecting information	Managers of references	Mendeley and Zotero	Project management tools: Trello, Basecamp, gantt charts, ...
	Search engines, 'internet'		
Creating information	Spreadsheets	Excel, Calc, Google spreadsheets...	
	File managements		
	Maps	Google maps	
Analysing information	Conceptual maps		
Disseminating information	Text processing	Text processing features, linguistic resources, automatized editing, text processing in languages from Easter Asia.	
	Infografics		
	Presentations	Presentations of team projects at the classroom. Communicating skills (rethoric and argumentation).	
	Web editing	Google Sites, Wordpress	

Methodology

Activities will mainly consist of practice presentations. The teacher's exposition will aim to acquire abilities and knowledge of computing tools and resources, chosen because of their relation with East Asian Studies.

Methodology based on continuous evaluation:

1. To select an academic or dissemination article containing quantitative data.
2. Elaborate a conceptual map on the article - 1st exercise
3. Extract and process article data - spreadsheet graphics - 2nd fiscal year
4. Present graphics treated with an image editing tool - 3rd exercise
5. Present an explanatory infograph of the article with conclusions - 4th exercise
6. Drawing up a report on the process of individual work - 5th exercise
7. Designing the group project - 1st group exercise
8. Create a website - 2nd group exercise
9. Make an oral presentation of the group work - 3rd group exercise

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Lectures	10	0.4	1, 3, 4, 2
Oral presentations	10	0.4	1, 3, 4, 2
Solving exercises	40	1.6	1, 3, 4, 2
Type: Supervised			
Fixed tutorials	24	0.96	1, 3, 4, 2
Type: Autonomous			
Implementation of skills	20	0.8	1, 4, 2
Learning tools	20	0.8	1, 3, 4, 2
Search documents and resources	20	0.8	1, 3, 4, 2

Assessment

The assessment consists of four activities, two of them in group, where students, cooperatively, will have to demonstrate the acquisition of the skills related to the contents of the course, and two of them individual.

The different exercises and score are listed below:

Exercises regarding the personal project: 35%

- Conceptual map
- Extracted data and graphics
- Infographics

Personal report 15%

Website (group)	35%
Oral presentation (group)	15%
Total	100%

Related matters

The above information on assessment, assessment activities and their weighting is merely a guide. The subject's lecturer will provide full information when teaching begins.

Review

When publishing final marks prior to recording them on students' transcripts, the lecturer will provide written notification of a date and time for reviewing assessment activities. Students must arrange reviews in agreement with the lecturer.

Missed/failed assessment activities

Students may retake assessment activities they have failed or compensate for any they have missed, provided that those they have actually performed account for a minimum of 66.6% (two thirds) of the subject's final mark and that they have a weighted average mark of at least 3.5. Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for.

The lecturer will inform students of the procedure involved, in writing, when publishing final marks prior to recording them on transcripts. The lecturer may set one assignment per failed or missed assessment activity or a single assignment to cover a number of such activities.

Classification as "not assessable"

In the event of the assessment activities a student has performed accounting for just 25% or less of the subject's final mark, their work will be classified as "not assessable" on their transcript.

Misconduct in assessment activities

Students who engage in misconduct (plagiarism, copying, personation, etc.) in an assessment activity will receive a mark of "0" for the activity in question. In the case of misconduct in more than one assessment activity, the students involved will be given a final mark of "0" for the subject.

Students may not retake assessment activities in which they are found to have engaged in misconduct. Plagiarism is considered to mean presenting all or part of an author's work, whether published in print or in digital format, as one's own, i.e. without citing it. Copying is considered to mean reproducing all or a substantial part of another student's work. In cases of copying in which it is impossible to determine which of two students has copied the work of the other, both will be penalised.

More information:

<http://www.uab.cat/web/study-abroad/undergraduate/academic-information/evaluation/what-is-it-about-13456700>

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Activities of the personal project	35%	2	0.08	1, 3, 4, 2

Developing a report about the personal project	15%	1	0.04	1, 3, 4, 2
Elaboration of resources base	35%	2	0.08	1, 3, 4, 2
Team presentation	15%	1	0.04	2

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