UAB
Universitat Autònoma de Barcelona

Introduction to Information and Communications Technologies

Code: 101517
ECTS Credits: 6

2024/2025

Degree	Type	Year
2500244 East Asian Studies	FB	1

Contact

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Teachers

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Teaching groups languages

You can view this information at the end of this document.

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	Reference managers	Zotero
	Search engines, 'internet'	
Creating information	Spreadsheets	Excel
	File managements	Google Drive, Dropbox.
Analysing information	AI tools	
Disseminating information	Text processing	Text processing features, linguistic resources, automatized editing, text processing in languages from Easter Asia.
	Infografics	Piktochart, Infogram, Canva
	Presentation	Presentations of team projects at the classroom. Comunicating skills (rethorics and argumentation).
	Web editing	Wordpress

Activities and Methodology

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

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.

Some of the assignments are common to the courses Introduction to Political Science and Introduction to Anthropology.

Methodology based on continuous evaluation:

1. To select an academic or dissemination article containing quantitative data.
2. Extract and process article data - spreadsheet graphics - 1st exercise
3. Assessment of formal and literature issues in the review made within the course on Introduction to Political Science- 2n exercise
4. Present an explanatory infograph of the article with conclusions - 3rd exercise
5. Drawing up a report on the process of individual work - 4th exercise
6. Create a website - 1sr group exercise
7. Make an oral presentation of the group work - 3rd group exercise

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

Assessment

Continous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Activities of the personal project	35%	2	0.08	1, 2, 3, 4
Developing a report about the personal project	15%	1	0.04	1, 2, 3, 4
Project in group	40%	2.25	0.09	1, 2, 3, 4

Review	10%	0.75	0.03	1, 2, 3

Continuous assessment

Students must provide evidence of their progress by completing the tasks and tests listed below. These activities are detailed in the table at the end of this section of the Study Guide and below.

Individual project	
Data and graphics editing	10%
Infographics	25%
Memory	15%
Paper review- Formal issues and references	10%
Group project	
Website developement	20%
Presentation and memory of the group project	20%

These tasks are compulsory. Task deadlines will be indicated in the course schedule on the first day of class. The information on assessment activities and their weighting is 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.

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. Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for.

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. Inthecase of misconduct in morethan one assessment activity, the student involved will be given a final mark of "0" for the subject. Assessment activities in which irregularities haveoccurred (e.g. plagiarism, copying, impersonation) are excluded from recovery.

<u>Single Assessment</u>

This subject may be assessed under the single assessment system in accordance with the terms established in the academic regulations of the UAB and the assessment criteria of the Faculty of Translation and Interpreting.
Students must make an online request within the period established by the faculty and send a copy to the teacher responsible for the subject, for the record.
Single assessment will be carried out in person on <u>one</u> day during week 16 or 17 of the semester. The Academic Management Office will publish the exact date and time on the faculty website.
On the day of the single assessment, teaching staff will ask the student for identification, which should be presented as a valid identification document with a recent photograph (student card, DNI/NIE or passport).

Single assessment activities

Single assessment will include a minimum of three assessment activities of different typology, as stated in the evaluation guidelines.

Grade revision and resit procedures for the subject are the same as those for continual assessment. See the section above in this study guide.

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Software

The required software will be seen during the classes.

Language list

Name	Group	Language	Semester	Turn
(SEM) Seminars	1	Catalan	second semester	morning-mixed
(SEM) Seminars	2	Catalan	second semester	morning-mixed
(SEM) Seminars	3	Catalan/Spanish	second semester	morning-mixed