

Degree programme	Type	Course
East Asian Studies	FB	1

Contact lecturer

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Teaching staff

Tomás Grau De Pablos

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Group languages

You can consult this information at the [end](#) of the 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.). The student should also show basic knowledge with regards to image editing and being able to present content with audiovisual support.

Objectives

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

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

- Show knowledge of general technologic resources for file and data management that's related to the East Asian Studies field.
- Apply this knowledge to text editing in its different forms, as well as being able to perform linguistic corrections.
- Apply this knowledge to research endeavors and for basic automation of actions that are related with the field of Humanities.
- Apply this knowledge to efficiently search and manage online resources related to East Asian studies' different objects of study.

Learning outcomes

- CM01 (Use ICT for the collection, development, analysis and presentation of information related to East Asian studies in one's own languages and in English.) Use ICT for the collection, development, analysis and presentation of information related to East Asian studies in one's own languages and in English.
- CM02 (Manage ICT resources in a sustainable manner for the consultation, compilation and management of sources, as well as the presentation of information, in East Asian languages.) Manage ICT resources in a sustainable manner for the consultation, compilation and management of sources, as well as the presentation of information, in East Asian languages.
- KM01 (Identify the social, economic and environmental implications of using new technologies to integrate them sustainably.) Identify the social, economic and environmental implications of using new technologies to integrate them sustainably.
- KM02 (Recognise the impact that the design of technological tools has on the perpetuation of inequalities and discrimination.) Recognise the impact that the design of technological tools has on the perpetuation of inequalities and discrimination.
- SM01 (Design professional projects that solve specific challenges in the context of East Asian Studies, through the use of ICT.) Design professional projects that solve specific challenges in the context of East Asian Studies, through the use of ICT.
- SM02 (Evaluate entities, companies, professional profiles and job placement opportunities, through the use of ICT.) Evaluate entities, companies, professional profiles and job placement opportunities, through the use of ICT.

Contents

- Collecting information
- Reference Managers (Zotero)
- Search engines and the Internet (Google Scholar, University resources)
- Creating information
- Spreadsheets (Excel)
- File management (Google Drive, Dropbox)
- Analysing information
- AI Tools (Elicit, Consensus)
- Disseminating information
- Text processing (Text processing features, linguistic resources, automatized editing, text processing in languages from East Asia)
- Academic Posters (Canva, Infogram, Piktochart, Flourish)
- Presentation (Presentations of team projects at the classroom, Communication skills)
- Web editing (Wordpress)

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.

Infographics	Piktochart, Infogram, Canva	
Presentation	Presentations of team projects at the classroom.	Communicating skills (rethorics and argumentation).
Web editing	Wordpress	

Learning activities and methodology

Title	Hours	ECTS	Learning outcomes
Solving exercises	40	1.6	
Oral presentations	10	0.4	
Search documents and resources	20	0.8	
Fixed tutorials	24	0.96	
Learning tools	20	0.8	
Lectures	10	0.4	
Implementation of skills	20	0.8	

The activities will mainly consist of practical demonstrations, and the lectures by the teaching staff will aim to help students acquire the skills and knowledge related to the digital tools and resources selected for their relevance to East Asian Studies.

Methodology based on continuous assessment

1. Selection of an article, either academic or popular, that contains quantitative data.
2. Preparation of a bibliographic database through management tools - 1st test
3. Extraction and processing of data from the article (charts and using a spreadsheet) - 2nd test
4. Report on the individual work process - 1st submission
5. Website creation - tutorial to follow up on Version 1 of the website - 1st group submission
6. Website creation - submission of the complete website - 2nd group submission
7. Oral presentation of the group project - 3rd group submission

Note: 15 minutes of a class session will be reserved, within the timetable established by the institution/degree program, for students to complete surveys evaluating the performance of the teaching staff and the subject/module.

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

Continuous assessment activities

Title	Weight	Hours	ECTS	Learning outcomes
Bibliographical database creation	15%	1	0.04	CM01, CM02, KM02, SM02
Website development (group project)	20%	1	0.04	CM01, CM02, KM01, SM01, SM02

Data and graphics editing of the individual project	25%	1	0.04	CM02, KM01, KM02, SM01
Presentation/Report of the group project	20%	1	0.04	CM01, CM02, KM01, KM02
Developing a report of the individual project	15%	1	0.04	CM02, KM01, KM02, SM01
Website tutorial (version 1 presentation) of the group project	5%	1	0.04	CM02, KM01, KM02, SM01, SM02

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

Bibliography database creation	15%
Data and graphics editing	25%
Report of individual work	15%

Group project

Website tutorial - version 1 presentation	5%
Website development	20%
Presentation/report 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 with 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. In the case of misconduct in more than one assessment activity, the student involved will be given a final mark of \"0\" for the subject. Assessment activities in which irregularities have occurred (e.g. plagiarism, copying, impersonation) are excluded from recovery.

In this course, the use of Artificial Intelligence (AI) technologies is not permitted at any stage of the assessment activities. Any work that includes AI-generated content will be considered a breach of academic integrity and will be graded a 0, regardless of any disciplinary proceedings that may be initiated.

Single Assessment

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 one 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.

Course groups and languages

The information provided is provisional until November 30. After this date, you will be able to consult the language of each group through this [link](#). To access the information, you will need to enter the course CODE

Type of teaching	Group	Language	Semester	Shift
(SEM) Seminars	1	Catalan	first semester	morning-mixed
(SEM) Seminars	2	Catalan	first semester	morning-mixed
(SEM) Seminars	3	Spanish	first semester	morning-mixed