

Syllabus

Course description

Course title	Information and communication skills for Social Work
Course code	51042
Scientific sector	M-PED/03
Degree	Bachelor in Social Work
Lecturer	Trott Laura
Teaching language	English
Semester	1 st
Course year	3 rd
Credits	2
Modular	<i>no</i>

Total lecturing hours	30
Total lab hours	-
Office hours	Tuesday 9:00-11:00 and on request
Attendance	according to the regulation
Prerequisites	no

Specific educational objectives	<p>The objective of the course is for the students to develop and refine the competencies necessary to effectively use information and communication tools in their future practice as social workers. The main areas to be developed are hardware, software, internet & network, and ethics & safety. The course aims at developing essential skills in the four fields above, as well as developing the ability to apply these skills critically and safely. Students existing ICT competences and educational needs will be taken into account.</p>
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List of topics covered	<p>The topics covered include, but are not limited to, the following:</p> <ol style="list-style-type: none"> 1. Hardware Different types of computers and devices and their use in the professional context; function of hardware parts and their meaning for the device's performance; connecting and using internal/external equipment; identifying and using different input/output ports. 2. Software Introduction to operating systems and applications; focus on software with high relevance for practice: word processing spreadsheets, presentations, with the aim to enhance productivity. 3. Internet & network Development of effective web browsing skills and critical web research skills; introduction into online communication and cloud computing. 4. Ethics & safety Protection of data and devices; malware; ethics in web-based client communication; netiquette.
Teaching format	Frontal lectures with small (group) projects

Learning outcomes	<p>Students will gain knowledge on the different types of technological devices and applications they may encounter in their social work practice, and will understand how to use them productively and safely.</p> <p>They will have the ability to apply their existent and newly acquired knowledge in practice settings.</p> <p>Students will be able to identify reliable information sources online; applications that are useful for their tasks; and data protection practices that safeguard themselves and their clients.</p> <p>The acquired communication skills include text-based word processing skills; E-mail communication; online collaboration (web-calendars) and information exchange (forums).</p> <p>Students have the ability to apply their knowledge correctly and safely, and they will have the skills to find reliable and safe solutions to the ICT issues they encounter.</p>
Assessment	Oral and project work: Project work and oral exam to test knowledge application skills.
Assessment language	English
Evaluation criteria and criteria for awarding marks	<p>Project work: 80% (Research and problem solving skills; ability to apply newly acquired skills)</p> <p>Oral: 20% (Skills in critical thinking; reflexivity on own problem solving strategies)</p>
Required readings	Required readings will be provided throughout the course.
Supplementary readings	Supplementary readings will be provided throughout the course.