Syllabus
Course description

Course title:	Information and communication technology for Social education
Course year:	3rd
Semester:	2nd
Course code:	64188
Scientific sector:	M-PED/03
Lecturer:	Molinari Andrea
Module:	/
Lecturer other module:	/
Credits:	2
Total hours:	15
Total Hours of availability for students and tutoring:	6
Office hours:	from Monday to Friday on request
Attendance:	according to the regulation
Teaching language:	English
Propaedeutic course:	none
Course description:	
Specific educational objectives:	The course is an introductory course for the integrative area of ICT. The course gives a general overview of information technology skills and their applications for social work. The course is aimed at a supplementary area, which is the area of computer skills. The main objective is to provide students with a range of ICT skills that will make them independent of using computers in their profession. Therefore, the course's educational objectives are associated with the acquisition of practical content organized according to a common trait of the realization of digital objects of sufficient complexity. Finally, it will be an overall exercise where all thematic areas will converge into a single document, thus representing a collection of computer skills for social workers.
List of topics covered:	The topics covered are related to the use of office automation tools in social activities. This will be translated into practical examples, like the following: - Organize your documents into folders with Explorer, create jobs folder shortcut on the desktop - Create a small document with an index, sections, margins, pages, notes, and references - Structure a computational model of the feedback of the tasks assigned to a hypothetical group of participants using a spreadsheet - Create a presentation of your resume in a hypothetical job interview overall exercise: capture a web page, turn it into a PDF and send it by mail to the teacher, with attached a presentation and a spreadsheet with the results of a survey

Teaching format:	Frontal lectures, exercises in computer labs
Learning outcomes:	a) Knowledge about computer applications from the perspective of being used as profitable tools for working tasks, including word processing, spreadsheets, presentation software, computer communications, and networking. b) Applying the previously acquired knowledge to social contexts c) supporting decisions and evaluations using computer tools d) use computer tools to communicate contents and results
Assessment:	Written exam - elaboration of a practical exercise in the laboratory using computer and tools seen during the course
Evaluation criteria and criteria for awarding marks:	Achievement of the skills required as the course objectives
Required readings:	The proposed contents are clearly in the roadmap (although they do not cover all content) to achieve the European Computer Driving Licence (ECDL). It is, however, challenging to present all the contents of the seven ECDL modules in just 20 hours. Then online teaching materials freely usable (CC) will be collected, assembled and delivered to the participants.
Supplementary readings:	Consultation of texts linked to the achievement of the ECDL / ICDL, of which we point out the following Apogeo: ECDL/ICDL – il manuale - Windows 10 - Office 2016 ISBN: 9788891635679