Course Title	LAI102 Introduction to Information and Communication Technology	Instructor(s)	Melody Muguerza
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Class Style	Lecture	Office Hours	
Track	N/A	Mode of Instruction	Solo
Credits	4	Allocated Year	Spring 2024
Active Learning	Category 1-(5): Journal Writing Category 2-(3): Presentations 　　　　2-(5): Surveys and Interviews Category 4-(1): Interactive Lectures	Compulsory or Elective	Compulsory
Course Overview	*Considers the expanding role of information systems in modern society and the computer as a problem solving and information management tool. Introduces computer applications in the humanities and the social sciences and the skills necessary to access global information networks.*		

Course Objectives

General Learning Objectives

We live in an age of information and computer processing of information. Educated people today need to use computers. We also need to understand what computers are and how they affect our lives. In this course, you will learn how you can use information technology effectively and responsibly. Specifically, you will:

- become more aware of current issues related to the environment
- acquire new skills for finding, organizing and presenting information using various computer application
- improve your skills in English listening, speaking, reading, and writing
- basic moral values when using ICT in everyday life.

Computer Skills Objectives

The course seeks to develop basic to intermediate skills in the following areas:

- File management
- Using and managing e-mail
- Finding information on the Internet
- Word-processing
- Charting and data analysis
- Presentation skills

English Skills Objectives

As you work on computer skills and understanding the information environment, you will be improving your English skills in the following areas:

- Reading skills of skimming (reading quickly for the main ideas) and scanning (reading for specific information), and careful understanding of short texts.
- Speaking with short oral presentations and daily classroom activities
- Listening to presentations made by classmates and teachers
- Conversation in daily classroom activities
- Writing a well-developed short research project
- Building general academic and information technology related vocabulary

Data Science Objectives

This course introduces many concepts of data science that aim at preparing students for the future:

- Learning that mathematics, data science, and AI education are deeply contributing to the current information society and are closely linked to daily life.
- Understanding that data used in society can be a useful tool for solving daily life and social issues.
- Learning how to utilize data about distribution, manufacturing, finance, services, etc.
- Understanding about protection of personal information, information ethics, etc.
- Learning basic methods for utilizing of "reading, explaining, and handling data" using actual examples in society

SDGs Objectives

This course explicitly connects its content to the Sustainable Development Goals. Students will develop a final project with a topic of their choice and will connect it to at least one of the SDGs.

	No	Contents	Homework
Prerequisite			
	1	**Introduction**	• Syllabus review • Material: ICT handout
	2		• Questions about syllabus • Vocabulary activity
	3		• Keyboard • Mouse • Vocabulary
	4	**ICT Basics**	• Review homework • Keyboard shortcuts
	5		• File types (docx, xlsx, zip,···) • Organizing your files
	6		Research Ethics
	7	**e-Mail**	• Review vocab • new vocabulary • email (PPT) ◆ Reply, Reply to all, Forward ◆ Attachments • Task based activity

	8		• write different emails for different situations (handout)

	9	**Typing**	• Introduction to typing
			• Typing Practice
			    • -Handout: "Emergency …"
			    • -Handout: "Harry Potter …"
			• Explain the Typing Practice Results (handout)

	10		• Check homework • Vocabulary • MS Word screen (on the projector)
	11		• Keyboard Layout (handout) • Shortcuts in word practice (handout)

	12		• Document Formatting
			    ◆ class format
			    ◆ practice fixing text

	13	**Text Editors**	• Working with images in MS Word • Additional Vocabulary • Activity: Word Hunt

	14		• MS Word advanced features:
			    ◆ Headers
			    ◆ ToC
			    ◆ image and table captions

	15		• MS Word advanced features:
			    ◆ Styles
			    ◆ Breaks

	16	**Spreadsheets**	• Introduction to spreadsheet applications • Vocabulary • Data Entry (fill handle and data types) • Types of graphs
	17		• Activity: Car color counting • Formulas • Cell references

	18		• Math operations • percentages • Filter and ordering
	19		• Cell properties • Merge cell, wrap text • Number formats • Printing
	20		• Change cell sizes • Formulas, equations and functions • Charts and charting concepts
	21		• Vocabulary to describe charts • Practice the examples in the handout
	22	**Surveys and Questionnaires**	• Review mistakes to avoid in a questionnaire • Distribute Research Papers (extra handout).
	23		• Qualitative and Quantitative • Question types • Moral issues attached to questions • Qualities of good questions (handout and PPT)
	24		• Make your own questions • Interview colleagues to retrieve data

	25		• Finding information in your data
			  ◆ Data Retrieval
			  ◆ Data Entry
			• Data Analysis

	26	**Presentations**	• Final Project explanation • Basic concepts of presentation software • Slide creation techniques • Slide types and when to use them • Vocabulary
	27		• Basic Presentation with PPT

			• Word Hunt PPT • Animations and transitions
	28		• Multimedia presentations. • Using data and graphs • Adding multimedia to presentations (audio and video) • Automatic slide shows

	29		• Analyzing presentations:
			  ◆ Voice volume, eye contact and other presentation basics
			  ◆ Gestures and visuals
			  ◆ Voice volume, eye contact and other presentation basics
			• Evaluation forms.
			• Present your typing score presentation to your group

	30	**Review**	• Final Project Review:
			  ◆ Check word file (format)
			  ◆ check graphs
			• Final Project rehearsals:
			  ◆ distribute presentation feedback forms
			  ◆ peer feedback
			  ◆ relaxing on stage
			  ◆ speaking more fluently

		Final Examination	

Grading	You will be graded on quizzes, assignments and projects, class attendance and participation, and individual effort. The weights given to them will be as follows:
	
	  • Homework 20%
	  • Tests (content & language) 50%
	  • Final Project 30%
	
	You will receive a mid-semester evaluation to let you know how you have been doing up to that point.		

Textbooks	Introduction to Information and Communication Technology (Handout) By: Anderson Passos, http://lab.passos.jp		
References	n/a		
NOTES	*To make sure students remember class contents, we will use classroom response systems sometimes. Usually, review will be conducted at the beginning of a class and hopefully we can have some discussion during it. No special hardware is required because we will be using the computers available in the computer lab. In case you want to use your own computer, tablet or smartphone, there is no problem.*		

Student Responsibilities

As a class member, you are responsible for attending all classes and arriving on time, for participating as a member of a group, and for completing and handing in all assigned work.

Attendance and Lateness

- You can be absent a maximum of 5 times.
- If you are more than 20 minutes late, you will be given an absence
- Two lateness are equal to one absence.

If you sum up more than 5 absences (e.g., 4 absences and 3 lateness), you will have to withdraw from the course. Failing to do so will result in an automatic "F" grade.

Homework

The homework should be handed in at the beginning of every class. All homework submitted after that will not be considered.

Excused Absences

Whenever possible, plan in advance and ask the instructors for the material of the class you are going to be absent. Homework and project deadlines will not be changed nor postponed, so plan ahead of time if you have to be absent for a class. Exceptional cases exist, so be sure to talk to the instructor if you have any questions/doubts.

Late Assignments

It is your responsibility to look for the instructors and check what assignments are due.

Also, if you miss a class, it is your responsibility to contact the instructors to get handouts and explanations (missing a class is no excuse for not handing in homework).

Plagiarism and Intellectual Honesty

Plagiarism is representing someone else's intellectual property, words, ideas, or images, as your own. It is a very serious academic offense and plagiarized work is not accepted in this course. Ask one of the instructors if you have any questions about this. You are responsible for understanding what plagiarism is and knowing how to avoid it in your work.