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| Name | COMPUTER SKILLS |
| Component Modules | - |
| Subject area | INF/01 |
| Academic year and semester | 1st year – 2nd semester |
| Language of instruction | English |
| ECTS | 4 |
| Number of hours of lectures | 24 |
| Teachers | Prof. Giorgio Gammarota Prof. Ugo Lopez |
| Expected learning outcomes | <p>At the end of the course, the student will have a sound knowledge and understanding of the the most popular software for office automation and the procedures for their application and use.</p> <p>At the end of the course, the student will be able to evaluate and choose, based on the different specific needs, the most appropriate software and application procedure in order to achieve the best effectiveness and efficiency of their work.</p> <p>They will also be able to effectively express the acquired knowledge and describe with technical language the basic concepts acquired and the logical functions of programming.</p> |
| Syllabus | Basic concepts; hardware and software; operating systems, central unit, and input and output peripherals; Office Package: Word – Excel; advanced excel functions: logical functions, Visual Basic for Application (VBA) programming; - PowerPoint - Internet and e-mail; configuration of networks; cybersecurity; malware; Basics of legal informatics and privacy protection. |
| Teaching and learning methods | <p>Teaching is mainly delivered through lectures. In addition to lectures, the course also involves a number of hours of interactive teaching (at least one hour for each ECTS). Attending students will be able to take, during the course, intermediate exercises, consisting of practical tests and tests with multiple choice questions to verify the learning of the acquired knowledge.</p> <p>All verification and self-verification tests are considered highly recommended and serve to the preparation of the final test.</p> |
| Evaluation methods | <p>Both attending and non-attending students will have to take an exam that will consist of a written test relating to the entire program.</p> <p>For the final evaluation, the student will be subjected to a test of 30 multiple-choice questions.</p> <p>The following certifications: Eipass - Microsoft IC3 - ECDL, recognized by the Ministry of Education, University and Research, are valid as training credits for the part relating to the office package. Students in possession of these certifications will only take a test consisting of 20 multiple-choice questions concerning computer security and the basic concepts of the web, about which in-depth materials will be shared.</p> |
| Assessment methods | <p>For the final mark of the written test, 1 point will be awarded to each correct answer. In case of failure, students will be given the opportunity to take an oral/practical test where they will be assessed on their knowledge of the contents and use of the steps necessary to solve an assigned task.</p> |
| Prerequisites | There are no prerequisites. |
| Teaching materials | Didactic material provided by the teacher. |