Name	COMPUTER SKILLS
Component Modules	-
Subject area	INFO-01/A
Academic year and semester	1st year – 2nd semester
Language of instruction	English
ECTS	4 CFU
Number of hours of total assisted teaching activities divided between DE and DI	28 hours, including 24 hours of Expository Teaching (DE) and 4 hours of iInteractive Teaching (DI)
Teachers	Ugo Lopez (4 CFU)
Expected learning outcomes	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. 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. 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.
Syllabus	1. Introduction to spreadsheets and databases; 2. Create and manage workbooks and worksheets and their options and settings; 3. Manage cells and data ranges; 4. Apply custom data formats; 5. Create tables; 6. Formulas and functions; 7. Advanced formulas; 8. Charts and objects; 9. Pivot tables and charts; 10. Advanced tables and charts; 11. Excel PowerTools.; 12. Notes on macros and VBA.
Teaching and learning methods	The teaching method used will be mainly laboratory-based, alternating rapid frontal teaching sessions with a lab-based approach. The tools used in class will be common spreadsheets, widely known and used for different purposes. During the course, learning assessment tests could be carried out which will be considered for passing the final exam Interactive teaching (DI): PBL (Problem-Based Learning) activities: students were given, via Google Classroom, problems based on real situations to be solved using Excel or another spreadsheet.

Evaluation methods	Individual or group project assigned by the teacher to be discussed during the exam. In case of group project, each single Candidate will be required to specify which part he solely contributed for and demonstrate, during the oral examination, its ownership. The final pass or fail mark is completely individual and it's not related to the performance of the other group components and parts of the project.
Assessment methods	Eligibility. Students will be provided with an evaluation grid
Prerequisites	There are no prerequisites.
Teaching materials	Didactic material provided by the teacher. Course notes in digital format; Joan Lambert, Curtis Frye, "Microsoft Excel Step by Step", Microsoft Press, 2021