



Main information on teaching	
Name of the course	Computer skills for lawyers
Course of Study	LMG – LMGI - SSG
Year of study	3rd LMGI 4th LMGI 1st SSG
University training credits (CFU) / European Credit Transfer and Accumulation System (ECTS):	4/3/3
SSD	Computer Science Inf/01
Delivery language	Italian
Disbursement period	1st semester from 1 October 2025 to 16 December 2025
Attendance obligation	Optional

Professor	
Name and surname	Rosa Buonamassa
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Telephone	
Site	Palazzo Del Prete Piazza Cesare Battisti, 1 Bari
Reception (days, times and methods)	Contact the teacher at the institutional email. Office days and hours: The teacher is available to students at any time by email

Syllabus	
Training objectives	The course has a dual objective: on the one hand it wants to offer the student a general overview of information and telematic tools and technologies, of the ideological and regulatory aspects linked to software development and entry into the legal and professional world; on the other hand it wants to provide the skills necessary for the production of electronic documents, the use of cloud computing tools, digital signature and certified email. Particular attention will be paid to regulatory research tools using legal databases.
Prerequisites	No prior knowledge is required
Teaching contents (Programme)	<p>PART ONE: GENERAL COMPUTER SCIENCE (1) Basic theoretical concepts: Computer systems and types of computers. The von Neumann machine and current architectures. Components of a PC. Notes on the binary system. bits and bytes. Documents with OpenOffice Writer. General concepts: page structure and display modes. File Operations. Editing operations. Formatting characters and paragraphs. Non-printable characters. Fundamental elements of a document. File operations. Editing operations. Formatting levels. Tabulations. Header and footer. Working with styles. Insertion operations. Document templates. Present with OpenOffice Impress. (for students of 4 CFU courses only): Creation of a new presentation: guided, template and blank presentations. Adding, selecting and moving slides. Viewing a presentation. Master pages and layout. Slide transitions. Custom animations. Interactions.</p> <p>SECOND PART: ELEMENTS OF COMPUTER SCIENCE APPLIED TO LAW (2) Operational and application software. The operating system: Kernel and Shell. Programs and processes. Monotasking and multitasking systems. Hierarchical structure of the operating system. Computer viruses and malware: potential risks and protection techniques. Computer networks. Computer networks. LAN, MAN, WAN networks. Topological classification: ring networks, bus networks, star networks. Token ring protocol. Ethernet</p>

	<p>networks. Peer to Peer and Client/Server networks. Circuit and packet switched networks. The World Wide Web. Web browsers. Search engines. Software and free works. Richard Stallman and the foundations of free software. Stallman's philosophy and the four basic freedoms. Copyleft. The GNU/GPL license and virality clause. LGPL License. Open Source Software. Licenses for free documentation. The GFDL license. Creative Commons licenses: features, options and formats. Eula licenses. IT communication tools. Email and operating principle. Structure of an email address. SMTP and POP3 protocols. Certified electronic mail (PEC). Method of use and operating procedure. The receipts. Evidentiary profile. Hypothesis of delays in delivery. Encryption and digital signature. Regulatory aspects. Caesar's cipher. Symmetrical and asymmetric cryptographic systems. Confidentiality and authentication. Hybrid encryption systems. Digital certificates. The digital signature. Databases. Legal IT: definition and history. Jurimetry. Documentary legal IT. Databases. Indexing. Textual and bibliographic databases, online and offline. Boolean and proximity operators. The NORMATTIVA database: multi-vigence; advanced research techniques for regulatory documents. The privacy code according to European directives. Technical aspects related to IT. Notes on computer piracy. Notes on worker safety in environments with video terminals.</p> <p>(1) Students in possession of ECDL, MOS, MCAS, IC3 and EIPASS certifications are exempted only from the topics relating to part one.</p> <p>(2) The topics of the second part of the course, including elements of information theory and applications of information technology to law, are compulsory for all students.</p>
Reference texts	R. Diana, R. Buonamassa, Computer Science, Jurimetry and Professions, Progedit, 2013
Notes to reference texts	

Organization of teaching			
Hours			
Totals	Frontal teaching	Practice (laboratory, field, tutorial, other)	Individual study
100/75(3 credits)	32/24		68/51
CFU/ETCS			
4/3			

Teaching methods	Frontal teaching Use of video tutorials.

Expected learning outcomes	
Knowledge and understanding	The topics of the lessons address issues and problems of great and current importance due to their transversal presence in the legal world, such as digitalisation and the electronic document, the dematerialisation of paper, the digital signature, certified mail, the electronic identity card and also their instrumental applications.
Applied knowledge and understanding	These are knowledge and skills that constitute an important component in the law student's curriculum, also in the perspective of future professional activities and the various public administration competitions, in which legal IT now constitutes a stable component of the exam program .

Transversal skills	<p>Judgment autonomy: The student will be able to independently formulate a correct evaluation regarding the coherence between a specific product and/or process innovation and the needs expressed by a specific application problem falling within the ICT domain.</p> <p>Communication skills: The student will be able to effectively discuss the main IT issues even within a multidisciplinary working group.</p> <p>Ability to learn independently: The student will have acquired sufficient learning skills to deal with subsequent in-depth studies and/or updates regarding ICT issues connected to professional studies and small businesses</p>
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Assessment	
Learning assessment methods	The exam consists of a test with a suitable number of questions to answer multiple. Where possible, the exam will be carried out in CBT mode (carried out on the PC with immediate publication of the test result).
Evaluation criteria	<p>Applied knowledge and understanding: These are knowledge and skills that constitute an important component in the law student's curriculum, also in the perspective of future professional activities and the various public administration competitions, in which legal IT now constitutes a stable component of the exam program .</p> <p>Judgment autonomy: The student will be able to independently formulate a correct evaluation regarding the coherence between a specific product and/or process innovation and the needs expressed by a specific application problem falling within the ICT domain.</p> <p>Communication skills: The student will be able to effectively discuss the main IT issues even within a multidisciplinary working group.</p> <p>Ability to learn: The student will have acquired sufficient learning skills to deal with subsequent in-depth studies and/or updates regarding ICT issues connected to professional studies and small businesses.</p>
Measurement criteria of learning and attribution of the final grade	
Other	