



General information		
Academic subject	Computer Lab	
Degree course	<i>Philosophy, Cultural Heritage</i>	
Academic Year	2022-2023	
European Credit Transfer and Accumulation System (ECTS)		3
Language	<i>Italian</i>	
Academic calendar (starting and ending date)	Second Semester (27.02.2023 – 19.05.2023)	
Attendance	Attendance is regulated by the Course Didactic Regulations (art. 4) which can be consulted at the following link: <a href="http://w3.uniba.it/corsi/scienze-beni-culturali/presiliazione-del-corso/R.D.SBC20222023.pdf">w3.uniba.it/corsi/scienze-beni-culturali/presiliazione-del-corso/R.D.SBC20222023.pdf</a>	

Professor/ Lecturer	
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Virtual headquarters	
Tutoring (time and day)	Tuesday and Wednesday from 11 a.m. to 12

Syllabus	
Learning Objectives	<i>Expand knowledge and understanding of the use of personal computers in order to make the student autonomous in computer skills</i>
Course prerequisites	<i>Personal Computer for basic skills</i>
Contents	<i>Use of text editors, OPAC and electronic tools to carry out bibliographic searches, in order to make the student autonomous in compiling his thesis</i>
Books and bibliography	<i><a href="https://elearning.uniba.it/login/">https://elearning.uniba.it/login/</a></i>
Additional materials	<i>Course modules are delivered on an e-learning platform</i>

Work schedule			
Total	Lectures	Hands on (Laboratory, working groups, seminars, field trips)	Out-of-class study hours/ Self-study hours
75	21		54
ECTS			
3			
Teaching strategy		<i>e-learning platform</i>	
Expected learning outcomes			
Knowledge and understanding on:		<ul style="list-style-type: none"> <li>○ Create a text document and insert textual and non-textual content;</li> <li>○ Use text, page and whole document formatting tools; insert</li> </ul>	

	<p>notes and bibliography; generate an automatic table of contents;</p> <ul style="list-style-type: none"> <li>○ Independently use digital tools for researching the text of a scientific article</li> <li>○ Using the web and its logic of use</li> </ul>
<b>Applying knowledge and understanding on:</b>	<ul style="list-style-type: none"> <li>○ The student will know how to manage, create, edit, share, store and synchronise files and folders;</li> <li>○ The student will know how to create and edit text documents;</li> <li>○ The student will be autonomous in using the tools made available by the Internet for his/her studies.</li> </ul>
<b>Soft skills</b>	<ul style="list-style-type: none"> <li>● <i>Making informed judgments and choices</i> <ul style="list-style-type: none"> <li>○ Understanding how to use text editors wisely and consciously</li> </ul> </li> <li>● <i>Communicating knowledge and understanding</i> <ul style="list-style-type: none"> <li>○ Using the acquired skills to be autonomous in writing the dissertation</li> </ul> </li> <li>● <i>Capacities to continue learning</i> <ul style="list-style-type: none"> <li>○ Bridging any gaps in the use of digital tools.</li> </ul> </li> </ul>

<b>Assessment and feedback</b>	
Methods of assessment	<i>The aim is to test the student's competence in the use of the tools covered in the course</i>
Evaluation criteria	<ul style="list-style-type: none"> <li>● <i>Knowledge and understanding</i> <ul style="list-style-type: none"> <li>○ The competence acquired by the student will be assessed by measuring his or her autonomy, both communicative and learning skills, in the field of ICT (Information and Communication Technologies).</li> </ul> </li> <li>● <i>Applying knowledge and understanding</i> <ul style="list-style-type: none"> <li>○ Exercises relevant to the course content will be provided</li> </ul> </li> <li>● <i>Autonomy of judgment</i> <ul style="list-style-type: none"> <li>○ Students will have to show that they have mastered the skills needed to access digital information and services, skills that are fundamental for the continuation of their studies and for autonomy in the IT field.</li> </ul> </li> <li>● <i>Communicating knowledge and understanding</i> <ul style="list-style-type: none"> <li>○ Through a test delivered through the use of the e-learning platform, the computer skills acquired by the student will be assessed</li> </ul> </li> </ul>
Criteria for assessment and attribution of the final mark	<i>Multiple-choice test delivered through the use of the e-learning platform</i>
<b>Additional information</b>	