

General Information	
Academic subject	LABORATORIO di ABILITÀ INFORMATICHE ED INTERNET
Degree course	SCIENZE DELLA COMUNICAZIONE
Curriculum	
ECTS credits	3
Compulsory attendance	Computer and Internet Skills Laboratory
Language	Italiano

Subject teacher	Name Surname	Mail address	SSD
	PAOLA PLANTAMURA	Paola.plantamura@uniba.it	Inf/01

ECTS credits details		SSD	Credits
Basic teaching activities		Inf/01	3

Class schedule	
Period	Semestre II
Year	2020-21
Type of class	Lectures and e-learning

Time management	
Hours measured	
In-class study hours	20
Out-of-class study hours	

Academy calendar	
Class begins	
Class ends	

Syllabus	
Prerequisite requirements	
Expected learning outcomes (According to Dublin Descriptors)	<ul style="list-style-type: none"> • Knowledge and comprehension skills concerning the basic concepts of Informatics and basic skills in using computers and the Internet • Autonomy of judgement with respect to the use of personal computers and desktop applications.
Contents	Concepts of Information and Communication Technology <ul style="list-style-type: none"> • Understanding what hardware is, knowing about factors that affect computer performance and knowing about peripheral devices

- Understanding what software is and giving examples of common applications software and operating system software
- Understanding how information networks are used within computing, and be aware of the different options to connect to the Internet
- Understanding what Information and Communication Technology (ICT) is
- Understanding health and safety and environmental issues in relation to using computers.
- Recognising important security issues associated with computer using
- The Internet

Word Processing

- Work with documents and save them in different file formats
- Create and edit small-sized word processing documents that will be ready to share and distribute
- Apply different formats to documents to enhance them before distribution and recognise good practice in choosing the appropriate formatting options
- Insert tables, images and drawn objects into documents
- Adjust document page settings and check and correct spelling before finally printing documents

Spreadsheets

- Work with spreadsheets and save them in different file formats
- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets
- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognise error values in formulas
- Format numbers and text content in a spreadsheet
- Choose, create and format charts to communicate information meaningfully
- Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets

Presentation

- Work with presentations and save them in different file formats

	<ul style="list-style-type: none"> • Understand different presentation views and when to use them, choose different slide layouts and designs • Enter, edit and format text in presentations. Recognise good practice in applying unique titles to slides • Choose, create and format charts to communicate information meaningfully • Insert and edit pictures, images and drawn objects • Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations <p>On-line collaboration:</p> <ul style="list-style-type: none"> • Collaboration Concepts • Using Online Collaborative Tools • Mobile Collaboration
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Course Program	
Bibliography	ECDL La guida McGraw-Hill alla Patente Europea del Computer
Notes	
Teaching methods	The course will take place through lectures and e-learning
Assessment methods	The exam consists of a written test to assess the knowledge acquired. Final evaluation the competence acquired.
Further information	