UNIVERSITA' DEGLI STUDI DI BARI "ALDO MORO"

DIPARTIMENTO DI SCIENZE DELLA FORMAZIONE, PSICOLOGIA, COMUNICAZIONE

20177 - 2018

General Information	
Academic subject	**LABORATORIO DI INFORMATICA**
Degree course	**SCIENZE DELL'EDUCAZIONE E DELLA FORMAZIONE**
Curriculum	
ECTS credits	**3**
Compulsory attendance	Laboratory of Informatics
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			**3**

Class schedule	
Period	Semestre II march 2018
Year	2017-18
Type of class	Lectures and e-learning

Time management	
Hours measured	
In-class study hours	**25**
Out-of-class study hours	

Academy calendar	
Class begings	
Class ends	

Syllabus	
Prerequisite requirements	
Expected learning outcomes (According to Dublin Descriptors)	• **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, even through the application of acquired knowledge to use cases referred to expertise in the field of communication science.
Contents	**Concepts of Information and Communication Technology** • 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 • Understand ing 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 • 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 **On-line collaboration:** • Collaboration Concepts • Using Online Collaborative Tools • Mobile Collaboration

Course Program	
Bibliography	ECDL La giuda McGraw-Hill alla Patente Europea del Computer
Notes	
Teaching methods	The course will take place through lectures and e-learning
Assestament methods	The exam consists of a written test to assess the knowledge acquired. Final evaluation the competence acquired.
Further information	