

| General Information   |   |
|-----------------------|---|
| Academic subject      | <b>LABORATORIO DI INFORMATICA</b>                 |
| Degree course         | <b>SCIENZE DELL'EDUCAZIONE E DELLA FORMAZIONE</b> |
| Curriculum            |   |
| ECTS credits          | <b>3</b>  |
| Compulsory attendance | Laboratory of Informatics                         |
| Language              | <b>Italiano</b>                                   |

| Subject teacher | Name Surname        | Mail address              | SSD    |
|-----------------|---------------------|---------------------------|--------|
|                 | PAOLA<br>PLANTAMURA | paola.plantamura@uniba.it | Inf/01 |

| ECTS credits details      |  | SSD | Credits  |
|---------------------------|--|-----|----------|
| Basic teaching activities |  |     | <b>3</b> |

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

| Time management          |           |
|--------------------------|-----------|
| Hours measured           | 1h=60'    |
| In-class study hours     | <b>25</b> |
| Out-of-class study hours |           |

| Academy calendar |  |
|------------------|--|
| Class begins     |  |
| Class ends       |  |

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

- 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"> <li>• Understand different presentation views and when to use them, choose different slide layouts and designs</li> <li>• Enter, edit and format text in presentations. Recognise good practice in applying unique titles to slides</li> <li>• Choose, create and format charts to communicate information meaningfully</li> <li>• Insert and edit pictures, images and drawn objects</li> <li>• Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations</li> </ul> <p><b>On-line collaboration:</b></p> <ul style="list-style-type: none"> <li>• Collaboration Concepts</li> <li>• Using Online Collaborative Tools</li> <li>• Mobile Collaboration</li> </ul> |
|--|--|

|                       |  |
|-----------------------|--|
| <b>Course Program</b> |  |
| 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.<br>Final evaluation the competence acquired. |
| Further information   |  |