UNIVERSITÀ DEGLI STUDI DI PALERMO

DEPARTMENT	Culture e società
ACADEMIC YEAR	2020/2021
BACHELOR'S DEGREE (BSC)	SOCIAL WORK
SUBJECT	COMPUTER SCIENCE LABORATORY
TYPE OF EDUCATIONAL ACTIVITY	F
AMBIT	10901-Abilità informatiche e telematiche
CODE	04203
SCIENTIFIC SECTOR(S)	
HEAD PROFESSOR(S)	LENZITTI BIAGIO Ricercatore Univ. di PALERMO
OTHER PROFESSOR(S)	
CREDITS	3
INDIVIDUAL STUDY (Hrs)	60
COURSE ACTIVITY (Hrs)	15
PROPAEDEUTICAL SUBJECTS	
MUTUALIZATION	
YEAR	1
TERM (SEMESTER)	2° semester
ATTENDANCE	Mandatory
EVALUATION	Pass/Fail
TEACHER OFFICE HOURS	**LENZITTI BIAGIO** Monday 09:00 11:00 Studio 201 Dipartimento di Matematica e Informatica

DOCENTE: Prof. BIAGIO LENZITTI

PREREQUISITES	No prerequisites
LEARNING OUTCOMES	Knowledge and understanding ability The course aims to develop knowledge related to the practical field. Students will be able to manipulate, format and organize text documents using word processing software. In addition, theoretical knowledge will be provided on the history of the Internet and the services it offers. Ability to apply knowledge and understanding Students will be able to format and organize a text according to their needs and communication needs. They will also be able to understand how Internet communication occurs and on what it is based. Judgment autonomy At the end of the course, students will have gained the ability to understand how to organize text documents and how to make their communication more effective by using text processing software. They will also be able to evaluate and know the services offered by the Internet. Communication skills Ability to communicate concepts and ideas through the correct formatting and organization of a text. Ability to know how to choose the graphic design that best suits your target and the message you want to communicate. Learning skills Acquisition of technical skills useful for the continuation of studies, for the preparation of the degree thesis and for the world of work.
ASSESSMENT METHODS	Development of a WEB page on the unipa community platform
EDUCATIONAL OBJECTIVES	Know the nature of digital information: know the structure of the computer; know the organization of information in the file system and computer resources; understand the tools provided by the nterface of the operating system; know the structure and formatting techniques of a document with a word processor; know the structure, formatting techniques and the main automatic calculation techniques of a spreadsheet; know the main programs for communicating and accessing resources on the web.Other web tools for the representation of knowledge, (Maps, wordart, Doodle) and knowledge of Open Data. Skills: Use digital information and know how to manage it with suitable applications according to their nature; manage and organize files and folders using the available mass memories; produce and format a document with a video writing program; set up a spreadsheet to solve simple mathematical operations and manage data, produce simple graphs to represent data; search for and access resources on the web. Use of a statistics program. Skills acquired at the end of the course: Knowing how to operate with a modern personal computer recognizing the characteristics that condition its performance using interface; use the word processor and spreadsheet to produce well-formatted documents and simple processing; use the web to search for information, to know the electronic communication tools
TEACHING METHODS	Lectures and practice in laboratory
SUGGESTED BIBLIOGRAPHY	Qualunque testo validato per la preparazione ECDL Manuali di Google

SYLLABUS

Hrs	Frontal teaching
2	Introduction to computer science, structure of computer, Hardware and software, Von Neumann's model. type and components of a computer, the processor, the mass memory, the central memories (RAM and ROM), the input peripherals (to load data) and output peripherals (to provide the results)
2	Communications between man and machine. Operating systems and its features, evolution of the various operating systems. The File System, The Software, the types of software
1	Network Hardware and Software, Internet structure, Network Hardware, Network software, protocols that are based on an exchange of messages between two or more computers. Types of protocols
2	OnLine Environments: Features and performance of the OnLine platforms, Google online environment, Main software; Google Drive. Using of shared Text Editor
2	Using of Spreadsheet, creating and processing a spreadsheet, main function and creation of charts
2	Open data what they are and how and where to take them, examples of open data to be processed with a spreadsheet. Creating a graph from open data.
2	Creation of a web page on the Unipa Community portal with Google tools

SYLLABUS

Hrs	Frontal teaching
2	Other Google communication tools: Doodle, Calendar and Trends Other non-Google communication tools: Wordle, wordart, Tagcrowd