# UNIVERSITÀ DEGLI STUDI DI PALERMO

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| **DEPARTMENT** | Scienze Umanistiche |
| **ACADEMIC YEAR** | 2020/2021 |
| **MASTER'S DEGREE (MSC)** | MODERN LANGUAGES AND TRANSLATION FOR INTERNATIONAL RELATIONS |
| **SUBJECT** | COMPUTING SKILLS |
| **TYPE OF EDUCATIONAL ACTIVITY** | F |
| **AMBIT** | 21279-Abilità informatiche e telematiche |
| **CODE** | 01115 |
| **SCIENTIFIC SECTOR(S)** | |
| **HEAD PROFESSOR(S)** | PIPITONE ARIANNA        Ricercatore a tempo         Univ. di PALERMO<br>determinato |
| **OTHER PROFESSOR(S)** | |
| **CREDITS** | 3 |
| **INDIVIDUAL STUDY (Hrs)** | 0 |
| **COURSE ACTIVITY (Hrs)** | 25 |
| **PROPAEDEUTICAL SUBJECTS** | |
| **MUTUALIZATION** | |
| **YEAR** | 2 |
| **TERM (SEMESTER)** | 2° semester |
| **ATTENDANCE** | Not mandatory |
| **EVALUATION** | Pass/Fail |
| **TEACHER OFFICE HOURS** | **PIPITONE ARIANNA**<br>Wednesday 10:00   12:00    Studio della docente, Ed. 12, piano 5 |

**DOCENTE:** Prof.ssa ARIANNA PIPITONE

| PREREQUISITES | None |
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| LEARNING OUTCOMES | Knowledge and understanding<br>• Know and understand at a general level the fundamental concepts of Information and Communication Technologies<br><br>Ability to apply knowledge and understanding<br>• Knowing how to use the different peripherals of a computer consciously and effectively<br>• Knowing how to use tools for individual productivity (word processing; spreadsheets; presentation tools database)<br><br>Judgment autonomy<br>• Knowing how to interpret the information obtained from the Internet independently, knowing<br>recognize its reliability also on the basis of the sites of origin<br><br>Communication skills<br>• Knowing how to use a presentation program and knowing how to create a hypertext to communicate contents, ideas, messages, problems and solutions to specialist and non-specialist interlocutors effectively |
| ASSESSMENT METHODS | Written test with multiple choice, practical test on the PC. |
| EDUCATIONAL OBJECTIVES | Learning skills<br>• Knowing how to use the online guides of the different software used, to find information on functionality and application procedures |
| TEACHING METHODS | Lectures, classroom exercises, laboratory exercises. |
| SUGGESTED BIBLIOGRAPHY | "ECDL con ATLAS" Casa editrice McGraw-Hill |

# SYLLABUS

| Hrs | Frontal teaching |
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| 25 | Program to be defined |