UNIVERSITÀ DEGLI STUDI DI PALERMO

DEPARTMENT	Culture e società
ACADEMIC YEAR	2023/2024
BACHELOR'S DEGREE (BSC)	SOCIAL WORK
SUBJECT	COMPUTING AND TELEMATICS SKILLS
TYPE OF EDUCATIONAL ACTIVITY	F
AMBIT	10901-Abilità informatiche e telematiche
CODE	14116
SCIENTIFIC SECTOR(S)	
HEAD PROFESSOR(S)	CALLEA GIUSEPPE Professore a contratto Univ. di PALERMO
OTHER PROFESSOR(S)	
CREDITS	3
INDIVIDUAL STUDY (Hrs)	0
COURSE ACTIVITY (Hrs)	15
PROPAEDEUTICAL SUBJECTS	
MUTUALIZATION	
YEAR	1
TERM (SEMESTER)	1° semester
ATTENDANCE	Mandatory
EVALUATION	Pass/Fail
TEACHER OFFICE HOURS	

DOCENTE: Prof. GIUSEPPE CALLEA

PREREQUISITES	No prerequisites
LEARNING OUTCOMES	Knowledge and understanding The course aims to develop knowledge related to the practical field. Students will be able to manipulate, format and organise text documents using word processing software. In addition, theoretical knowledge about the history of the Internet and the services it offers will be provided. Ability to apply knowledge and understanding Students will be able to format and organise a text according to their needs and communication requirements. They will also be able to understand how communication on the Internet takes place and what it is based on. Autonomy of judgement By the end of the course, students will have acquired the ability to understand how to organise text documents and how to make their communication more effective by using word 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 organisation of a text. Ability to know how to choose the most suitable layout for the target audience and the message to be communicated. Learning ability Acquisition of technical skills useful for the continuation of studies, for the writing of the thesis and for the world of work.
ASSESSMENT METHODS	Written exam, practical exam in laboratory
EDUCATIONAL OBJECTIVES	To know the nature of digital information: to know the structure of the computer; to know the organisation of information in the file system and computer resources; to understand the tools made available by the windows interface of the operating system; to know the structure and formatting techniques of a document with a word processing programme; to know the structure, formatting techniques and main automatic calculation techniques of a spreadsheet; to know the ways of converting a file from a spreadsheet into an SPSS file to know the main programmes for communicating and accessing resources on the web. handling categorical variables within double-entry tables Competences: Using digital information and knowing how to manage it with the appropriate applications according to its nature; managing and organising files and folders using the available mass storage devices; producing and formatting a document with a video-writing programme; setting up a spreadsheet to solve simple mathematical operations and manage data, producing simple graphs to represent data; searching and accessing resources on the web. Use of a statistics programme. Skills acquired at the end of the course: Know how to operate a modern personal computer recognising the features that affect its performance using the Windows interface; use the word processor and spreadsheet program to produce well formatted documents and simple processing; use the web to search for information, know the tools of electronic communication.
TEACHING METHODS	Lectures and practice in laboratory
SUGGESTED BIBLIOGRAPHY	Qualunque testo validato da AICA Consultabili in http://aicanet.net/certificazioni/ecdl/core-level/materiale-didattico-ecdl

SYLLABUS

Hrs	Frontal teaching
5	Structure of a processing system: data input and extraction; data storage Computing and steering functions. Central unit and its components: CPU, control unit, ALU. Various types of memories: RAM memory, ROM memory, cache memory. Motherboards and various boards. Communication between man and machine: concept of operating system and its characteristics, evolution of the various operating systems.

Hrs	Workshops
10	WINDOWS environment: characteristics and performance. Main Windows commands Use of application packages. Installation and related configurations. Concept of integrated packages. Use of Word and Excel for Windows: creation and processing of documents, spreadsheet and creation of graphs within it. Hints on databases Main programs for communicating and accessing resources on the web. Treatment of categorical variables within double-entry tables.