UNIVERSITÀ
DEGLI STUDI DI MILANO-BICOCCA

COURSE SYLLABUS

Basic Informatics

1920-1-H4101D003

Aims

This self-study course is aimed to provide sufficient skills in order to use the computer for working and training purposes.

Contents

1. Concepts of Information and Communication Technology

2. Using the Computer and Managing Files

3. Word processing

4. Spreadsheets

5. Using Databases

6. Presentation

7. Web Browsing and Communication.

Detailed program

1. Basic concepts of ICT (Information and Communication Technology)

2. Computer use and files managing

3. Word processing

4. Spreadsheets

5. Database usage

6. Presentation

7. Web Browsing and Communication

At the end of the course students should know: • what hardware and software are, and how to provide examples of common applications and operating systems. • how computing networks are used and all the different ways of connecting to the Internet. • how to use the basic functions of the operating system. • the basics of file managing, and they will also be able to efficiently organize files and folders so that they are easy to find and identify. • how to use utility software to compress and extract large files, and how to use anti-virus software to protect the computer from viruses. • how to use simple editing tools and print management facilities available in the operating system. • how to insert tables, images and import objects into documents. • how to work with spreadsheets and save them in various formats. • how to choose, create and format charts to communicate information meaningfully. • how to create a table, define and modify fields and their properties; enter and edit data in a table. • how to work with presentations and save them in different file formats. • how to choose, create and format charts to communicate information meaningfully. • how to insert and edit pictures, images and drawings. • understand what Internet is and what are the key terms associated with it. • Perform common tasks of web browsing, including changing the browser settings. • Understand what an e-mail is and know some advantages and disadvantages of its use. Be aware of other modes of communication.

Prerequisites

Basic knowledge in elementary informatics

Teaching form

On line course and self study.

Textbook and teaching resource

A manual of ECDL FULL, i.e.:

https://www.amazon.it/gp/aw/d/884831709X/ref=mp_s_a_1_5?__mk_it_IT=ÅMÅZÕÑ&qid=1476888980&sr=8-5&pi=AC_SX236_SY340_QL65&keywords=ecdl+full&dpPl=1&dpID=510Zpg4xBQL&ref=plSrch

Alternatively the book:

“Appunti di informatica”

available on sito www.besteng.eu

Semester

First and second semester

Assessment method

On line examination with test with multiple choice questions

Office hours

By telephone appointment (02 6448 8209) or by email (francesco.mantegazza@unimib.it).