

## Syllabus

### Course description

<b>Course title</b>	<b>Computer skills for Education</b>
<b>Course code</b>	64141
<b>Scientific sector</b>	INF/01
<b>Degree</b>	Bachelor for Social Education
<b>Semester</b>	1
<b>Course year</b>	2
<b>Credits</b>	3
<b>Modular</b>	<i>no</i>

<b>Total lecturing hours</b>	24
<b>Total lab hours</b>	0
<b>Attendance</b>	according to the regulation
<b>Prerequisites</b>	NONE

<b>Specific educational objectives</b>	<p>The course is a basic course for the integrative area of ICT. The course gives a general overview of computer skills and their application in education. The course is aimed at a supplementary area, which is the area of computer skills.</p> <p>The main objective is to provide students with a range of computer skills which will make them independent of the use of computers in their profession. The educational objectives of the course are therefore associated with the acquisition of practical content organized according to a common trait of the realization of digital objects of sufficient complexity.</p> <p>Finally, it will be made an overall exercise where all thematic areas will converge into a single document, thus representing a collection of computer skills for educators.</p>
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<b>Module 1</b>	Computer skills for education
<b>Lecturer</b>	Andrea Molinari
<b>Scientific sector of the lecturer</b>	INF/01
<b>Teaching language</b>	English
<b>Office hours</b>	from Monday to Friday on request
<b>List of topics covered</b>	<p>The topics covered are related with the use of office automation tools in educational activities. This will be translated in practical examples, like the following:</p> <ul style="list-style-type: none"> <li>- Organize your documents into folders with Explorer, create jobs folder shortcut on the desktop</li> <li>- Create a small document with index, sections, margins, pages, notes and references</li> <li>- Structure a computational model of the feedback of the tasks assigned to a hypothetical group of participants using a spreadsheet</li> <li>- Create a presentation of your resume in a hypothetical job interview</li> <li>- Load documents above created in the LMS and manage emails sent from the platform by the teacher</li> <li>- overall exercise: capture a web page, turn it into a PDF and send it by mail to the teacher, with attached a presentation and a spreadsheet with the results of an online survey</li> </ul>

	carried out by LMS
<b>Teaching format</b>	Frontal lectures, exercises in computer labs
<b>Total lecturing/lab hours</b>	24
<b>Credits</b>	3
<b>Learning outcomes</b>	<p>a) Knowledge about computer applications under the perspective of being used as profitable tools for educational tasks, including the usage of word processing, spreadsheets, databases, presentation software, computer communications, and networking.</p> <p>b) Applying the previous acquired knowledge to educational contexts</p> <p>c) supporting educational decisions and evaluations using computer tools</p> <p>d) use computer tools to communicate educational contents and results</p>
<b>Assessment</b>	written exam - elaboration of an practical exercise in the laboratory using computer and tools seen during the course
<b>Assessment language</b>	English
<b>Evaluation criteria and criteria for awarding marks</b>	Achievement of the skills required as the course objectives
<b>Required readings</b>	The proposed contents are clearly in the roadmap (although do not cover all content) for the achievement of the European Computer Driving Licence (ECDL). It is however difficult to present all the contents of the seven ECDL modules in just 30 hours. Then online teaching materials freely usable (CC) will be collected, assembled and delivered to the participants.
<b>Supplementary readings</b>	<p>Consultation of texts linked to the achievement of the ECDL, of which we point out the following</p> <p>Apogee: ECDL 5.0 Manual - Windows 7 - Office 2010 ISBN: 9788850331819</p>