# Syllabus

## Course description

<table>
<thead>
<tr>
<th>Course title</th>
<th>Informatica</th>
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<tbody>
<tr>
<td>Course code</td>
<td>27324</td>
</tr>
<tr>
<td>Scientific sector</td>
<td>ING-INF/05</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor in Economics and Management</td>
</tr>
<tr>
<td>Semester and academic year</td>
<td>2st semester 2021-2022</td>
</tr>
<tr>
<td>Year</td>
<td>1</td>
</tr>
<tr>
<td>Credits</td>
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</tr>
<tr>
<td>Modular</td>
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<table>
<thead>
<tr>
<th>Total lecturing hours</th>
<th>50</th>
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<tbody>
<tr>
<td>Total lab hours</td>
<td>0</td>
</tr>
<tr>
<td>Total exercise hours</td>
<td>50</td>
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**Attendance**

Required; for non-attending students, extra study material will be provided on the course’s website. Non-attending students should contact the professor at the beginning of the course.

**Prerequisites**

- English at level B2.
- Basic computer usage, in particular Microsoft Windows or Mac and file handling.

**Course page**

On the Unibz OLE website

**Specific educational objectives**

The course is designed to acquire further computer skills, in particular to raise average skills in computer basics and data organization, to provide knowledge of legal requirements when handling data, basic data organization, and extraction techniques.

**Lecturer**

Andrea Molinari  
Office Online  
Andrea.Molinari@unibz.it

[https://www.unibz.it/it/faculties/economics-management/academic-staff/person/3420-andrea-molinari](https://www.unibz.it/it/faculties/economics-management/academic-staff/person/3420-andrea-molinari)

**Scientific sector of the lecturer**

ING-INF/05

**Teaching language**

English

**Office hours**

please refer to the lecturer’s timetable

**Lecturing assistant**

None

**Teaching assistant**

TBD

**Office hours**

please refer to the teaching assistants’ timetables

**List of topics covered**

### Teaching format
Frontal lectures in standard classroom, frontal lectures in computer lab with examples and exercises assigned in class, interactive exercises in standard classroom and in computer room held by teaching assistant.

### Learning outcomes
**Knowledge and understanding:**
- Basic knowledge of information systems: hardware, software and computer networks
- Basic knowledge of data management
- Knowledge of threats, security and legal obligations of automatic data handling
- Deep knowledge of a spreadsheet program
- Basic knowledge of database interaction through SQL queries

**Applying knowledge and understanding:**
- Advanced ability to analyse and organize economic datasets through spreadsheets
- Ability in data extraction from a database management program
- Information systems and their role in modern organization
- Basic usage of security systems for personal data

**Making judgments**
- Distinguish software types and licences formats
- Decide which techniques to use when organizing data

**Communication skills**
- Building efficient and appropriate graphs
- Building data summaries

**Learning skills**
- Extending Excel functions though usage of online help

### Assessment
1. Written test to assess knowledge on theoretical concept (basic computer usage, computer networks and security requirements etc.).
2. Practical assessment to test data organization, handling and modification through Excel.
3. Practical assessment to test data extraction and handling ability on Access.

**Assessment language**
English

**Evaluation criteria and criteria for awarding marks**
The final grade is the weighted average of assessment on part 1 (50%), part 2 (25%), and part 3 (25%).
To be sufficient, student must achieve the minimum
grade (18/30) on all the three parts. Non-attending students will have extra parts in the exams, corresponding to the missing hours of attendance according to the European Credit System.

| Required readings | • Slides and other extra materials provided by the teacher  
|                   | • Non-attending students will receive indications about extra materials to be prepared for the written exam |
| Supplementary readings | • Basic Computer course book, available on www.paolocoletti.it/27000  
|                       | • Videos on Excel, databases and Access, available on www.paolocoletti.it/27000  
|                       | • Databases course book, available on www.paolocoletti.it/27000 |