**Information Technology**

Prof. Aldo Frigerio

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

**Aims**

The course has both theoretical and practical aims. From the theoretical point of view, it provides the basis of the notions of information, and of storing, processing and transmitting information. From the practical point of view, the aim is to provide the skills for an advanced use of office automation applications and productivity software, particularly Excel.

**Intended learning outcomes**

*Knowledge and understanding*

At the end of the course, students will have basic knowledge of the structure and workings of computers. In addition, they will be able to describe how modern computers can save, process, and transmit information, both in terms of hardware and software.

*Ability to apply knowledge and understanding*

Students will be able to use Excel at least at an intermediate level.

***COURSE CONTENT***

* Theory:

1. The notion of information
2. Storing information: hardware and software aspects
3. Processing information: hardware and software aspects
4. Transmitting information: hardware and software aspects
5. The architecture of the Internet and its functioning

* Practice:

Exercises in laboratory on Excel.

***READING LIST***

* Theory:
  + Slides of the course available on Blackboard
  + Luca Mari, Giacomo Buonanno e Donatella Sciuto, *Informatica e cultura dell’informazione*, McGraw-Hill, 2nd ed., 2013.
* Practice:
* Any handbook or course on Excel, including on line ((see, for example: [Excel facile](https://www.youtube.com/channel/UCYwG7X5yquy9EQkPVk-ZuZA), [Simon Sez IT](https://www.youtube.com/channel/UC-3e3hAUhDV2lwcoQGD2grg) and [Leila Gharani](https://www.youtube.com/channel/UCJtUOos_MwJa_Ewii-R3cJA))

Material available on Blackboard

***TEACHING METHOD***

The final exam will consist in two tests, both of which are compulsory:

1. Oral test to assess students’ knowledge of course content and reading material. In particular, students will be assessed on their ability to apply general notions to concrete examples and to link concrete examples to general notions.
2. Practical test to assess students’ acquisition of skills related to the use of Excel.

There will be a single final mark, 50% for the practical test and 50% for the oral test.

***ASSESSMENT METHOD AND CRITERIA***

There are no prerequisites for attending the course. Students should have basic computer skills.