Course of study in
"Economics, management and international markets" - [L33].
a.y. 2021/2022

SUBJECT
Computer skills

ECT: **6**

I SEMESTER - I YEAR

Lecturer: **Prof. Beatrice Miotti**
Disciplinary tutor: **Dr. Gianni Dondolini**

Qualification and scientific background of the lecturer	Beatrice Miotti, currently a technologist at Indire, has a degree in Computer Engineering and a PhD in Computer Science and Artificial Intelligence in 2010. At Indire, she works in the field of laboratory teaching, in particular educational robotics and coding as teaching methodologies to be used in the classroom at all levels of education.
Description of contents and subdivision of the programme into teaching modules	**TABLE AND DEFINITION OF CONTENTS** The workshop consists of **2 modules**: ➢ **Module 1 - Formal Languages and Text Processing and DTP Software** ➢ **Module 2 - Data processing and calculation software** To these is added a section devoted to readings on different topics, which cannot be developed in the course, but are nevertheless considered of interest. Being a workshop, the course is structured in such a way as to develop, through mainly practical activities, basic skills in the use of applications and codes, which it is believed can be usefully employed in various professional fields. The course is divided into 2 modules, for each of which general and introductory resources will be offered, with the aim of providing an overview of the topic and stimulating the students on the possible applications in their own professional context. In addition

	to these, tools will be provided for carrying out specific activities, foreseen for each module, therefore with a less theoretical and more tutorial character, so that even less experienced students can complete the required tasks. All activities require the use of computers. A contextual forum will be set up for each module, where discussions will take place on any problems, suggestions or sharing of further resources by students. The use of free or open source software is encouraged.
Abstract	The course is structured in the way to develop basic practical skills in the use of applications and codes, which are believed to be usefully employed in various teaching experiences. The course is divided into 2 modules, for each of which general and introductory resources will be proposed, with the aim of providing an overview of the topic and stimulating the students on the possible applications in their professional context.
Learning objectives	A. To acquire computer skills and knowledge to enable the student to work in the areas of economics. B. To offer the ability to apply the skills acquired in the business area using the digital tools presented in the course in a direct way.
Expected learning outcomes	A. **Knowledge and understanding** Development of basic skills necessary to use software useful in professional activities. B. **Applied knowledge and understanding** Realisation of specific works for the formalisation of the knowledge learned. C. **Autonomy of judgement** Each student is encouraged to participate in discussions, as a ground for critical comparison of different approaches and solutions. D. **Communication skills** Through the implementation of required activities each student will be able to highlight their critical and collaborative work skills.

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	E. Learning ability The chosen topics are proposed in such a way that the student develops the ability to find appropriate sources and methods to carry out the required tasks, developing 1) awareness that software is subject to obsolescence 2) skills in the choice of information and training sources and in self-learning.
Skills to be acquired	**A.** Use of bibliographical and multimedia resources for the realisation of works through the drafting of texts, html pages and coding projects. **B.** Professional approach to work and possession of adequate skills to conceive arguments, support them and solve problems within the subject studied. **C.** Ability to collect and interpret data useful for making autonomous judgements. **D.** Ability to communicate information, ideas, problems and solutions to specialists and non-specialists. **E.** Ability to undertake further studies with a high degree of autonomy.
Didactics organisation	**DIDACTIC PROVISION:** ➢ 6 hours of recorded video lessons available on the platform. ➢ 4 video conference meetings of about 1 hour each: ▪ Synchronous welcome meeting and presentation of the course and activities; ▪ Synchronous restitution and presentation of Etivity 1; ▪ Synchronous in-depth study on the topics of module 1. ▪ Synchronous in-depth study on the topics of module 2. ➢ Podcasts of all the above-mentioned video lessons. **INTERACTIVE DIDACTICS** ➢ 1 course orientation forum. ➢ 2 thematic follow-up forums (1 per module). ➢ Possibility to carry out work in groups. ➢ 2 structured *e-activities* (as described in the section **"in itinere assessment methods"**). **SELF-LEARNING**

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	Teaching materials are provided for each module: in-depth thematic studies, articles and slides by the lecturer, open access readings, online resources, reference bibliography, etc.
Recommended examination texts	Materials will be provided by the lecturer as attachments or links to external resources. Reference to printed bibliographical resources is not excluded, also as suggestions for further study.
In itinere assessment methods	Access to the final examination is subject to the following **2 e-activities**: ➢ n.1 design consisting of a report plus webpage/pdf on an assigned topic related to the course; ➢ n.1 resolution of a real problem using data processing software with an explanatory report on the methods adopted.
Procedure for the final examination	The assessment of learning will take the form of an oral interview on the course contents and on the final report submitted, if any. The grade (min 18, max 30 with possible honours) is determined by the level of performance for each of the following dimensions of the oral interview: mastery of contents, appropriateness of definitions and theoretical references, clarity of argument, command of specialist language. All the practical activities, to be delivered through the IUL environment, contribute to the formulation of the final assessment, as well as the involvement of the student and his/her ability to contribute to the growth of the virtual class. The final examination will consist of a critical review of the proposed contents in the light of each participant's professional experience.
Language of instruction	Italian

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