COURSE OF STUDY: Law
ACADEMIC YEAR: *a.a. 2024/2025*
ACADEMIC SUBJECT: Computer skills

General information	
Year of the course	*III*
Academic calendar (starting and ending date)	*II semester From 24 February 2025 to 30 May 2025*
Credits (CFU/ETCS):	3
SSD	*INF/01*
Language	*Italian*
Mode of attendance	*optional*

Professor/ Lecturer	
Name and Surname	ANTONELLA SERRA
E-mail	antonella.serra@uniba.it
Telephone	
Department and address	*Jonian Department in "Mediterranean Legal and Economic Systems: society, environment, cultures" – Via duomo, 259 Taranto*
Virtual room	*Teams Platform*
Office Hours (and modalities: e.g., by appointment, on line, etc.)	After class, in presence Online, by appointment via e-mail

Work schedule			
Hours			
Total	Lectures	Hands-on (laboratory, workshops, working groups, seminars, field trips)	Out-of-class study hours/ Self-study hours
75	*24*		*51*
CFU/ETCS			
3			

Learning Objectives	*The course aims to provide the indispensable knowledge of the operating principles of digital tools and the basic knowledge related to the logic and representation of information. The course provides the basic concepts of information technology and, with them, the tools for a correct evaluation of the application possibilities of electronic computers and the use of information technology tools in the daily practice of the profession and the ability to effectively use information technologies in solving problems.*
Course prerequisites	*No prior knowledge is required*

Teaching strategie	*Frontal teaching*
Expected learning outcomes in terms of	
Knowledge and understanding on:	The course intends to provide the useful knowledge to understand the use of technologies and the knowledge of the main functions of the computer to be used in communication and business. At the end of the course of study, the student will have the knowledge and the ability to understand the most popular software for office automation and the procedures for applying and using them.

Applying knowledge and understanding on:	The aim of the course is to provide students with the fundamental knowledge of information technology related to the automatic processing of information in all its forms. Specifically, students will learn the principles underlying automatic data analysis, in particular the algorithms, methodologies and software tools suitable for the automatic processing of information.
Soft skills	• *Making informed judgments and choices* At the end of the course of study, the student will have the knowledge and ability to understand the most common software for office automation and the procedures for their application and use and will be able to evaluate and choose, on the basis of the different specific needs, the software and the most suitable application procedure in order to achieve the best effectiveness and efficiency of one's work. • *Communicating knowledge and understanding* At the end of the course the student will have acquired the communication skills necessary for the correct transmission of results in relation to ICT resources. • *Capacities to continue learning* At the end of the course, the student will show that he has developed the ability to independently learn further insights on topics related to ICT resources.
Syllabus	
Content knowledge	*Structure of the electronic computer.* *The concepts of analogical magnitude and digital magnitude.* *Hardware and Software.* *General scheme of a data processing system.* *The software.* *The concept of algorithm.* *Programming languages. Machine language. Low-level symbolic languages.* *High-level languages.* *Program translation processes: compilation and interpretation.* *Software user licenses: licenses for free and open source software; licenses for proprietary or closed source software.* *The operating system.* *Operating system features.* *Internetworking and Cloud Computing* *Computer Networks. Types of Networks: PAN, LAN, MAN and WAN. Circuit and packet switched networks. Client-server and peer-to-peer architectures.* *Internet. The Web. From hosting to housing. cloud computing.* *IT security*
Texts and readings	*Brian W. Kernighan, Informatica. Orientarsi nel labirinto digitale – Egea, 2019*
Notes, additional materials	*Lecture notes available on the e-learning platform https://elearning.uniba.it/*
Repository	

Assessment	
Assessment methods	*The verification of learning takes place through a written exam on the various contents developed during the course. During the exam, the teacher will verify the expected learning outcomes. The assessment aims to evaluate the knowledge and ability to understand and critically analyze the topics covered by the teaching, the methodology used to study the subject, mastery of the specific teaching language, as well as the ability to understand the interconnections between different teaching topics.*
Assessment criteria	• *Knowledge and understanding*

	Show that you have developed the ability to independently learn further insights on topics relating to ICT resources that can be used in Company Information Systems using an appropriate language.
	• *Applying knowledge and understanding*
	Show that you have developed the ability to independently apply the concepts relating to ICT resources and be able to apply the basic notions to concrete contexts and specific cases and interpret concrete problems also proposing possible solutions.
	• *Autonomy of judgment*
	The aim of the course is to acquire and consolidate one's own independence of judgment regarding the management of information technologies.
	• *Communicating knowledge and understanding*
	The student must demonstrate the ability to use the terminology appropriately and pertinently.
	• *Communication skills*
	The student must demonstrate the ability to use the terminology appropriately and pertinently.
	• *Capacities to continue learning*
	At the end of the course the student must show that he has acquired a learning methodology and possess the learning skills necessary for the profession.
Final exam and grading criteria	*The verification of learning takes place through a written exam aimed at verifying the learning of the contents of the Course. The final grade consists of a judgment of suitability.*
Further information	