

<b>SCHOOL</b>	Educational Methodology
<b>ACADEMIC YEAR</b>	TWO-YEAR PROGRAM I - 2025/2026
<b>SUBJECT</b>	1406 Fondamenti di informatica
<b>TYPE OF SUBJECT</b>	Laboratory-Based
<b>NUMBER OF HOURS PER LESSON</b>	4
<b>NUMBER OF ECTS CREDITS</b>	4
<b>DISTRIBUTION OVER THE ACADEMIC YEAR</b>	I SEMESTER

### EDUCATIONAL OBJECTIVES AND EXPECTED RESULTS

Provide the primary tools for the utilization of: - Office suite and related applications; - Google Suite - Management of mailing lists and newsletters; Proficiency in the autonomous utilization of the aforementioned tools. Preparation of a document in word processing, a spreadsheet, forms, presentations, and mailing lists.

<b>Knowledge and understanding</b>	Professional understanding of the underlying purposes for utilizing the tools within the Google suite and, more broadly, online applications. The ability to select, if necessary, the most suitable program to optimize one's work.
<b>Applying knowledge and understanding</b>	When faced with a specific problem (such as drafting a text, performing a calculation, creating a graph, developing a questionnaire, or compiling a mailing list), we provide the necessary tools to address it efficiently and with minimal effort. Optimization of resources and, consequently, of time.
<b>Making judgements</b>	Developing critical thinking skills regarding the proper use of programs (for example, by performing the same task using different procedures and verifying the accuracy of the final result, which should be identical, through the use of similar programs or alternative procedures that yield the same outcome).
<b>Communication skills</b>	The ability to present, both digitally and verbally, the assigned topic, utilizing the tools provided by the PC, including programs for processing forms, data, presentations, and graphs.
<b>Learning skills</b>	Develop the skills of graphical and mathematical reasoning to enhance cognitive fluency and integrate it as a mindset into any other discipline.

<b>CONTENTS</b>	Google 'Package': (13 hours) 1. Chrome Browser and Google (2 hours) 2. An overview of the applications associated with it: 2.1. Gmail (folder management, Contacts, Calendar) (3 hours) 2.2. Google Drive (sharing, folder management, Docs, Sheets, Slides, and Forms) (4 hours + 4 hours) Office Suite (to be evaluated whether Microsoft or OpenOffice): (21 hours) 4. Video Writing (parallelism with Google Docs) (7 hours) 5. Spreadsheet (parallelism with Sheets) (6 hours) 6. Presentation (parallelism with Google Presentations, Canva, and Prezi) (8 hours) Professional management of mailing lists and newsletters (6 hours): 7. Mailchimp and Gmail (6 hours)
<b>ADOPTED METHODOLOGY</b>	[X] In Person Lectures are interspersed with exercises designed to facilitate the immediate comprehension and application of the material presented.
<b>ASSESSMENT METHODS</b>	Throughout the year, exercises will be conducted and evaluated, which will impact the final grade. The final examination will consist of a presentation on a topic of your choice and an assessment of your word processing skills and proficiency in key Excel commands.