course	Computer Skills
ects (cfu)	3
year running	1°
semester	first
lecturer	Brunella Botte
e-mail	b.botte@unilink.it
consultation time	At the end of the classes or by appointment

LEARNING AND SKILLS OUTCOMES

The Course aims for students to achieve the following outcomes:

1. **KNOWLEDGE AND UNDERSTANDING**:
   - Know the potential of online digital tools
   - How to use the email tool properly
   - How the Google suite works
   - Main functions of Google Docs
   - Main functions of Google Presentations
   - Main functions of Google Drive
   - Main functions of Google calendar
   - Main functions of Google Sheets
   - Main functions of Google forms.

2. **APPLIED KNOWLEDGE AND UNDERSTANDING**:
   - Be able to write and manage emails correctly.
   - Be able to create and manage a file in Google Doc
   - Be able to create and manage a file in Google Presentazioni
   - Be able to manage files on Google Drive
   - How to create events on Google Calendar/ How to create and share a Google Form.

COURSE DETAILED CONTENTS

1. Introduction to online tools and their support in work/study activities
2. Email: main functions
3. The Google Suite
   - Google Doc
   - Google Presentazioni
   - Google Sheets
   - Google Drive
   - Google Calendar
   - Google Forms and social control
   - Social research

SUGGESTED PRE-REQUISITE QUALIFICATIONS

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FINAL EXAM

The exam will consist in a final exercise about the functions of the software studied during the course.

ASSESSMENT METHODS

Assessment methods concern:

1. **KNOWLEDGE AND UNDERSTANDING**: knowledge acquired regarding the Google suite will be evaluated.
2. **APPLIED KNOWLEDGE AND UNDERSTANDING**: students will have to be autonomous in accomplish the tasks that require the software they studied.

MARKING CRITERIA

If the majority of the exercises included in the final exam will be successfully accomplished (two out of three), students will be considered eligible.

TEACHING MATERIALS

The lecturer's materials will be used to support learning.

FINAL RECOMMENDATIONS

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