UNIVERSITÀ DEGLI STUDI DI MILANO

COMPUTER SKILLS AVANCED
Topics, final exam and general information

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Who can follow the course?

- The course born for EPS, and it is reserved to EPS.

- NO other students from other MsC courses (LAUREE MAGISTRALI)

- Students from LAUREE TRIENNALI and other degrees must follow other modalities. In this case, see all the information on your course websites.

- Attending the course is not mandatory and the course material is sufficient to prepare for the examination on your own.

- You can find all the materials and information here:
  http://www.mtcube.com/EPS.html

Outline

- 5 lessons (**9 o'clock in the morning**) , 4 hours each: theory and **practical work – on your own**

- THE PREVIOUS KNOWLEDGE OF OPERATING SYSTEM, OFFICE, WEB, BROWSING, OPENING AND SAVING FILES IS **MANDATORY**!

- Problem solving, IT tools

  - Decision making

  - Creative PS

  - Strategic PS

  - Algorithmic/Management

- Computational thinking

- AI – Machine Learning

Course materials and modality **if you choose** not to attend the class

- You can find all you need at the web address:

- http://www.mtcube.com/EPS.html

- **Look at the web page the day before each lesson for urgent communication**

- Final exam: multiple choice quiz

  – You will need to know both theory and tools.

  – The final score is electronically registered and the communication of the result (approved Y/N) will be sent by SIFA to email @studenti.unimi.it

- Students who sign in SIFA for an examination session, but were not present at the examination session can't come at the following one.

Course materials and modality if choose to attend the class (1)

- You have to be present **at least 3 lessons on 5**
- The first lesson (probably also part of the second one, it depends on the time at disposition) is about theory and materials
- After, you will be divided into groups and in the remaining time of each lesson you will develop a group project based on the theory and materials treated in the lesson.
- You can refer to the material you can find at the web address:
- http://www.mtcube.com/EPS.html

Course materials and modality if choose to attend the class (2)

- If you do the group projects, at the end of the course you will pass the final exam (no other tests or exams)
  - You only need to register on SIFA for the first examination session after the end of the course.
  - The final score is electronically registered and the communication of the result (approved Y/N) will be sent by SIFA to email @studenti.unimi.it
  - You have not to come at the examination class

Group projects

- You will be divided into groups

- A project will be assigned to each group

- Projects could be:

- Multimedia presentation about the topics of the course. You can choose every media you wish. Some example here:

- http://www.youtube.com/watch?v=dGCJ46vyR9o

- http://www.youtube.com/watch?v=GkHNNPM7pJA

- http://www.youtube.com/watch?v=ifri3jqsyGs

- Mental map about topics. Some example here:

- https://www.producthunt.com/alternatives/text-2-mind-map

- Creation of multiple choice quiz on the course topics

- Others…

Group projects' specification

- You are not required to work or study at home

- You are required to develop the projects here, during lessons' hours

- I will be here for any request of explanations

- I only wish that at the end of the lesson something about topics remains in your mind. So, this is a fun experimental way to involve you in subjects important in your future job!

Information

- **All** the information you need are on:

- **You Faculty/Course** web pages

- **SIFA**: examination dates, how to sign for an examination session, how to delete from an examination session, etc.... Don't ask for the Professor information you can find on the Internet: I will not answer!... This is an **advanced** IT course, so I pretend you are able to perform a web search on your own!!!

- *mtcube website*: didactic materials and communications from the Professor (look at it every time the day before each lesson for urgent communication!!!)

- **If you need to talk with me**: at the end of each lesson or via email

- **Email**: raffaella.folgieri@unimi.it

Bon ton email

- **DON'T WRITE me** to ask information already present on the Internet or information about secretary topics. I don't know anything about examination dates, problems in registering for an examination session and so on... To register for an examination session you have to use SIFA, don't write to me! There is no way to avoid the final examination (no certification, no work experiences and so on).

- **DON'T WRITE me** with your personal email: you are students of the University of Milan, so you **must** use the institutional email address (@studenti.unimi.it).

- Please, avoid expressions such as «salve» and pay attention to grammar!

Calendar

Lessons

- for the lessons schedule, look at the website

h 8.30 – 12.30

Aula seminari, via Livorno