



UNIVERSITÀ DEGLI STUDI
DI MILANO

COMPUTER SKILLS AVANCED aa 2013/2014

Topics, final exam and general information

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Who can follow the course?

- The course born for EPS, but it is **reserved for Specialistic Courses (LAUREE MAGISTRALI)**
- **Only** students registered on SIFA as followers, can attend the course. In fact, the class is limited to 50 students
- **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/SCPOL13_14.html
- Students from **LAUREE TRIENNALI** must follow other modalities. In this case, all the information is here:
http://www.scienzepolitiche.unimi.it/CorsiDiLaurea/8384_ITA_HTML.html

Outline

- 5 lessons, 4 hours each: theory and practical work - on your own (no exercises, no assistance on PC)
- 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

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

- You can find all you need at the web address:
- http://www.mtcube.com/SCPOL13_14.html
- 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
- Each lesson consists of a first theoretical part. In the remaining time you will work on the topic of the lesson:
 - to this aim, you will be divided into groups
- During this «work session» you can refer to the material you can find at the web address:
- http://www.mtcube.com/SCPOL13_14.html

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

- If you will do the group work and if you will be present (3/5 lessons), 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

Group work

- You will be divided into groups
- You can choose between:
 1. Mental map about topics. Some example here:
 - <https://www.text2mindmap.com/>
 2. Creation of multiple choice quizzes on the lesson's topics:
 - allowing you to critically think about topics and remembering arguments in formulating the questions.

Group projects' specification

- You are not required to work or study at home
- You are required to do mental maps or questions here, during lessons' hours
- I will be here for any request of explanations
- I only wish that at the end of the lessons something about topics remains in your mind. So, this is a fun experimental way to involve you in a subject 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 ask for an appointment 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 doing the final examination (no certification, no work experiences and so on). Only the IT4PS certification can be used instead of doing the final examination.
- **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!