

# Informatics

## General Information

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<https://www.unibo.it/sitoweb/claudio.sartori/teachings>

# Reference books

- ICDL PLUS Computer Essentials <https://www.amazon.com/ICDL-Computer-Essentials-Mario-Storchi-ebook/dp/B08RDZ6YCK>
- ICDL PLUS Online Essentials  
[https://www.amazon.com/gp/product/B08RDWNDXT?ref\\_=dbs\\_p\\_pwh\\_rwt\\_anx\\_cl\\_1&storeType=ebooks](https://www.amazon.com/gp/product/B08RDWNDXT?ref_=dbs_p_pwh_rwt_anx_cl_1&storeType=ebooks)
- W. John Braun and Duncan J. Murdoch, A First Course in Statistical Programming with R, Cambridge University Press, ISBN: 9781108995146 (2021)
  - <https://www.cambridge.org/highereducation/books/a-first-course-in-statistical-programming-with-r/0CEDD40A37D273025535A03F1156A2CF#overview>
    - Programming with the R language

# Web sources

<https://www.unibo.it/en/study/course-units-transferable-skills-moocs/course-unit-catalogue/course-unit/2025/529124>

course unit page for  
Informatics

<http://virtuale.unibo.it>

e-learning platform

<http://almaesami.unibo.it>

sign up for exams

60348 - Informatics - 10 cfu

<https://www.unibo.it/sitoweb/claudio.sartori/en>

Teacher's official page

<https://github.com/bladerun16/Informatics-Stats-and-Maths>

Public repository of materials

# Virtuale: e-learning platform

- used for
  - exercises
  - includes a detailed description of the exam rules
- students must be enrolled in the course

# Laboratory activity

- It is assisted by tutor Gloria Remoli ([gloria.remoli@unibo.it](mailto:gloria.remoli@unibo.it)), the teacher will not be present
- In order to pass the exam the attendance to most of the lab classes is



- In other words, the probability to pass the exam without having done a significant amount of lab work is very, very low

# ICDL Plus Computer Essentials

Category	Skill set
Computers and devices	<ul style="list-style-type: none"><li>•ICT</li><li>•Hardware</li><li>•Software and licensing</li><li>•Start up, shut down</li></ul>
Desktop, icons, settings	<ul style="list-style-type: none"><li>•Desktops and icons</li><li>•Using windows</li><li>•Tools and settings</li></ul>
Outputs	<ul style="list-style-type: none"><li>•Working with text</li><li>•Printing</li></ul>
File management	<ul style="list-style-type: none"><li>•Introducing files and folders</li><li>•Organising files and folders</li><li>•Storage and compression</li></ul>
Networks	<ul style="list-style-type: none"><li>•Network concepts</li><li>•Network access</li></ul>
Security and wellbeing	<ul style="list-style-type: none"><li>•Protecting data and devices</li><li>•Malware</li><li>•Health and green IT</li></ul>

# ICDL Plus Online Essentials

Category	Skill set
Web browsing concepts	<ul style="list-style-type: none"><li>•Key concepts</li><li>•Security and safety</li></ul>
Web browsing	<ul style="list-style-type: none"><li>•Using the web browser</li><li>•Tools and settings</li><li>•Bookmarks</li><li>•Web outputs</li></ul>
Web-based information	<ul style="list-style-type: none"><li>•Search</li><li>•Critical evaluation</li><li>•Copyright, data protection</li></ul>
Communication concepts	<ul style="list-style-type: none"><li>•Online communities</li><li>•Communication tools</li><li>•E-mail concepts</li></ul>
Using e-mail	<ul style="list-style-type: none"><li>•Sending e-mail</li><li>•Receiving e-mail</li><li>•Tools and settings</li><li>•Organising emails</li><li>•Using calendars</li><li>•Introducing files and folders</li></ul>