



FREIE UNIVERSITÄT BOZEN
LIBERA UNIVERSITÀ DI BOLZANO
FREE UNIVERSITY OF BOZEN - BOLZANO

Fakultät für
Wirtschaftswissenschaften

Facoltà di
Economia

School of
Economics and Management

COMPUTER SCIENCE AND INFORMATION PROCESSING

TEACHING LANGUAGE: English

SEMESTER: Second

TOTAL LECTURE HOURS: 30 for each group

TOTAL HOURS OF EXERCISES: 20 for each group

CREDIT POINTS: 5

SCIENTIFIC FIELD: ING-INF/05 Sistemi della elaborazione delle informazioni

LECTURER: Paolo Coletti, office E510, www.paolocoletti.it/computerscience

TEACHING ASSISTANT: Alessio Brutti, office E523, Alessio.Brutti@unibz.it

PREREQUISITE: English listening and reading, basic Microsoft Windows, file handling, basic Internet. For details see www.paolocoletti.it/books/prerequisites.pdf

COURSE DESCRIPTION: this course presents (1) a review of Windows files and programs operations; (2) computers network's structure and main applications, dangers and security techniques; (3) Microsoft Word in deep, from basic text formatting to tables and pictures, indexing and styles; (4) Microsoft Excel's tasks useful for economics, such as formulas, data entry and graphs with simple examples of automatic financial calculations.

LIST OF TOPICS COVERED: basic computer networks, basic Microsoft Windows operating system, basic computer networks, advanced Microsoft Word, advanced Microsoft Excel, advanced Microsoft Excel's financial functions

EDUCATIONAL OBJECTIVES: to raise students' average skills in their basic computer and network usage and to give them mastery of a text processor and a spreadsheet, so they can write an economic dissertation.

TEACHING FORMAT: the lecturer shows theory and examples on a computer, while the assistants assigns exercises which will be discussed in class. Slides will be provided for each lesson.

ASSESSMENT: practical test with a computer and theoretical questions

REQUIRED readings:

- Word 2007 for dummies, Dan Gookin, ISBN 978-0-470-03658-7
- Excel 2007 for dummies, Greg Harvey, ISBN 978-0-470-03737-9
- Excel 2007 Data Analysis for dummies, Stephen Nelson, ISBN 978-0-470-04599-2
- Basic Computer course book, available on www.paolocoletti.it/computerscience
- Financial Functions course book, available on www.paolocoletti.it/computerscience

SUPPLEMENTARY READINGS:

- Financial Modeling, Simon Benninga, The MIT Press, ISBN 0-2620-2482-9
- Networking for dummies, Doug Lowe, ISBN 0-7645-1677-9
- Networking: A Beginner's Guide, Bruce Hallberg, McGraw Hill, ISBN 0-0722-2563-7