



Issued by University of Basilicata

SINCE

TAGS: Digital transition, Digital signature, Computer network



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Concepts and tools for digital transition

The holder of this badge has attended the course "Concepts and tools for digital transition" organized by the University Basilicata as part of the "Competenze trasversali in Unibas" Project.

The "Concepts and tools for digital transition" course provides knowledge, skills and abilities related to the basics of computer science, from the use of computers to computer networks and network services such as e-mail, DNS, the web and the cloud, to the legislation on digital transformation, in particular on the digital document, on electronic signatures, on certified e-mail PEC and on SPID digital identity.

These topics have a significant impact in terms of improving individual and group work, even at a distance, with important repercussions on the work front, support for teaching and research.

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The skills developed include both the technical skills necessary to move with awareness in the vast field of digitalization of services as well as the ability to find solutions to problems of various kinds and in various application fields of the information society.

The course is divided into 9 phases, in which theoretical moments and laboratory activities (prevalent) will alternate:

1. Basics of computer operation: processors, memories, peripherals
2. Operating systems, introduction to Windows, MacOS and Linux and relative file management
3. Operations of computer networks and related devices
4. Network services: e-mail, DNS, the web and the cloud
5. Notes on current legislation: the Digital Administration Code and the AGID
6. The formation of the digital document and the PDF / A format
7. Certified e-mail: services and their use
8. Electronic signatures, in particular the digital signature
9. The SPID digital identity system in its various versions and QR Code

At the end of the workshop, students will be able to use a computer with the management of files, the network and its most significant services, to create digital documents, to manage e-mail messages, including certified e-mails, to activate and use the SPID to sign electronically digital documents.

The skills will be applied in the simulation of real cases such as document sharing, participation in online questions, configuration and management of PEC mailboxes, request and use of the SPID also through QR Code, also to the identification of a service to be digitized through the acquired tools.

These works will be both individual and group: students will discover the value of sharing knowledge and co-producing the final result.

Skills

The owner of this Badge has demonstrated that he has the following skills:

- Ability to understand, select and produce a solution
- Ability to translate the terms of the problem into IT operations
- Ability to propose solutions for digital services

The owner of this Badge has shown that he has acquired the following soft skills:

- Ability to coordinate with other users
- Ability to exercise the critical spirit in evaluating the resources to be used
- Ability to negotiate content to find the solution to the problem
- Ability to communicate effectively
- Ability to adopt the principles of information sharing

The owner of this Badge has demonstrated that he has acquired the following knowledge:

- Use of computers, computer networks and network services
- Use of e-mail and certified e-mail
- Use of digital signature and SPID

Criteria

The Badge is awarded following the attendance of the course "Concepts and tools for the digital transition", which provides the information and digital skills necessary to navigate the world of digital services for solving various problems in the world of education, work and society.

The course includes the study of various theoretical and practical issues, interaction with the teacher and with other students in search of the ability to make the most of the services offered by digitization in order to facilitate and speed up the resolution of various problems.

The overall workload foreseen by the course is 30 hours.

At the end of the course, participants will have to produce an articulated report on the technical-practical description of a service linked to the digital transition, showing that they have acquired the skills related to the use of all the functionalities of the tools presented, also through the study of examples present. Network.

The production and presentation of this report together with the percentage of attendance (which cannot be less than 70% of the entire duration) are the elements on which the assessment of learning is based for the purpose of obtaining the badge.



Issued by University of Basilicata

The University of Basilicata is the leading University of the Basilicata region, in the Southern part of Italy. Since 2012, according to the new University statute and rules of procedure, ex D.R. n. 88/2012, the University of Basilicata is organized through six primary structures (precisely four departments and two schools) in which the functions and the personnel of the pre-existing twelve departments and eight faculties have been re-addressed. Degree programs range from the Humanities, to architecture, archeology, education, economics and management, as well as to the STEM disciplines (hard sciences, agriculture, engineering, computer sciences). Such degree programs are effectively connected to the research, training and third mission activities developed by the primary structures. University of Basilicata counts about 7000 students, and is based in the cities of Potenza and Matera.



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